2020 BLM National Aviation Plan

Wyoming State Aviation Plan

Wind River / Bighorn Basin Unit Aviation Plan

WYOMING BLM STATE OFFICE

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WIND RIVER BIGHORN BASIN BLM

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The BLM Wyoming State Aviation Plan is inserted in this document as a second tier to each section of the BLM National Aviation Plan, which is written in black text. The State Aviation Plan has been written in blue text so it visually stands out as supplemental text. Each BLM District in Wyoming may add their Unit Aviation Plan language as a third tier to this document. Use of a different color font is suggested to visually differentiate Unit-level text.

The Wind River Bighorn Basin District (**WRBBD**) text will be in red font inserted into this document as a third tier to the National and State Aviation plans.

This plan provides comprehensive information regarding BLM aviation organizations, responsibilities, administrative procedures, and policy. This plan is implemented through BLM Instruction Memorandum.

The primary distribution of this document is electronic and available at:

https://www.nifc.gov/aviation/av_BLMlibrary.html

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1.0 Aviation Plan

1.1 Purpose

The purpose of the Bureau of Land Management (BLM) National Aviation Plan (*NAP*) is to describe National Aviation Office (NAO) leader's intent, authority, role and responsibilities, program objectives, and to provide strategic and operational guidance to each organizational level. The NAO identified the need for a cohesive national aviation management plan that will allow all state, district/field offices, and aviation users to easily acquire the necessary information and policy to manage the BLM aviation program. Each organizational level plan provides the detailed operational procedures pertinent to their organization. This plan is supplemental and does not replace the policy as described in the Departmental Manual or the BLM Manual 9400 Aviation Management.

1.1 BLM Wyoming Purpose

This plan sets forth policy, procedures, and guidance to implement the Aviation Program for BLM Wyoming. The purpose is to clarify and standardize aviation management procedures and operations for all employees in BLM Wyoming, independent of organizational level. This plan is supplemental to *Departmental Manuals 350-354*, *BLM Manual 9400 Aviation Management*, *and the BLM National Aviation Plan (NAP).*

1.1 WIND RIVER BIGHORN BASIN DISTRICT (WRBBD) Purpose

The District plan is designed to provide guidance to aircraft users regarding aviation policies, regulations and procedures, and to encourage the safe, effective, and efficient use of aircraft in support of Bureau, State, and District land management objectives. The District Plan may not be less restrictive than existing National (Departmental and Bureau) Aviation policy or State policy. This plan may be utilized for subsequent years if reviewed, edited, and resubmitted for approval signatures annually.

1.2 Mission Statement

The NAO is responsible for supporting BLM through an active and professional aviation organization that:

- Develops and coordinates effective aviation policy and management processes.
- Provides guidance for aviation programmatic and operational risk management.
- Leads aviation safety assurance and promotion programs.
- Provides aircraft acquisition support as specified by BLM management objectives.
- Develops and promotes a skilled aviation management workforce.

1.2 BLM Wyoming Mission Statement

BLM Wyoming Aviation Program provides guidance for safe and efficient aviation services in order to meet land management objectives. Utilization of technology, sound aviation management practices, and highly trained and motivated personnel will reduce risk, promote safe practices, and reduce costs.

1.2. WRBBD Mission Statement

This plan is designed to provide guidance to aircraft users regarding aviation policies, regulations and procedures, and to encourage the safe, effective, and efficient use of aircraft in support of Bureau, State, and District land management objectives.

1.3 Aviation Program Objectives

The BLM aviation program provides the aviation tools to meet public expectation for efficient and safe management of the National System of Public Lands. Aviation management balances mission goals, environmental considerations, available funding and safety of involved personnel.

Safety: The priority in all BLM aviation missions is the safety of employees, contractors, cooperators and the public.

- Risk management as part of Safety Management Systems (SMS) will be integral in all aviation missions and programs.
- All aviation personnel are empowered and expected to manage the risks of aviation operations and make reasonable and prudent decisions to accomplish the mission.
- Aviation personnel must take every opportunity to plan missions thoroughly, in respect to the aircraft and environment in which they operate.
- Individuals will be held accountable for their decisions, which should be based on policy, principles, risk management, training, experience and the given situation.
- The Bureau is committed to ensuring our workplaces are free of recognized hazards. Prior to conducting any mission, all risks will be mitigated to the lowest acceptable level possible.

Professionalism: BLM personnel performing aviation functions must be service oriented and meet all qualification requirements of the Departmental and Bureau manuals, handbooks, and guides.

Diversity: Individual development, employee wellness and workforce diversity will be emphasized at all levels of the BLM aviation program.

Innovation: Management at all levels is responsible for enhancing the aviation program with a commitment to aviation safety and operational efficiency.

1.3 BLM Wyoming Aviation Program Objectives

The highest priority in any aviation activity is personal safety. Our goal is proactive hazard identification, risk reduction, and accident prevention. The complex nature of the BLM aviation program, combined with the demanding flight environment of rough terrain and high density altitude conditions in Wyoming, requires the guidance of a philosophy reflecting the basic tenets of safety.

- Risk Management will remain incorporated into all aviation operations.
- Aviation personnel will be qualified and appropriately trained.
- Management has the responsibility to maintain the commitment to aviation safety and efficiency at all levels.
- State and District Office's local policy and procedure **cannot** be less restrictive or conflict with National or State policy.

1.3 WRBBD Aviation Philosophy

The District Aviation Program provides direction to promote the safe and efficient use of aircraft supporting the Wind River Bighorn Basin District mission. The program advances the philosophy that sound management practices can reduce risks inherent in aviation, includes high personnel standards, and maintains a commitment to excellence

1.4 National Fire Aircraft Management Strategy

Aviation resources are one of a number of tools available to accomplish land management objectives. The proper utilization of aircraft in support of resource management programs serve as a force multiplier when dealing with issues of time, remoteness, terrain, large areas and distances. Fire suppression aviation resources will be mobilized at the earliest opportunity when new starts are detected to maximize the effectiveness of initial attack resources

This national strategy will:

- Optimize overall aviation capability.
- Apply effective management controls to suppression costs.
- Ensure aviation assets are assigned to areas of greatest risk and/or highest probability of success.
- Maximize operational flexibility and mobility.
- Contribute to interagency suppression efforts.

The BLM national fire aircraft fleet composition is based in part on the National Interagency Aviation Council (NIAC) Aviation Strategy document, Current and out-year appropriations ultimately influence overall year to year fleet configuration. Any changes in aircraft type or capability must be either supported and approved by the Assistant Director of the BLM Fire and Aviation Directorate (FA-100) or reflected in this document. Baseline numbers of aircraft, by category, are derived in part from the Interagency Aviation Strategy approved by the Fire Executive Council (FEC) and NWCG in 2008. Changes to the BLM fire aircraft fleet shall be determined by fire planning tools approved by the BLM FLT/ELT, by other strategic interagency plans approved by the FEC/NWCG or by the Division Chief in coordination with the Assistant Director of Fire and Aviation. If budget constraints dictate a reduction in core aviation assets, these reductions will be absorbed primarily in categories that have the most elastic On Call component and/or that do not impact aerial delivered firefighter capabilities such as SEAT's, Scooper's, ATGS's, and Utility aircraft. When planning tools or strategic plans indicate an increase in aircraft numbers, aircraft will be attained through CWN/On-Call procurement and hosted in locations that are best suited to logistically support both the aircraft and personnel associated.

In order to maximize effectiveness and efficiency, aviation resources should be centrally controlled, and operations must be locally executed. National strategy considers all BLM fire aircraft and assigned personnel to be national resources available for immediate assignment to areas of greatest national need regardless of their status in the National Dispatching System.

The BLM national aircraft management strategy is predicated on the NAO providing oversight to all BLM fire aircraft acquisition, coordination and allocation of aircraft between states. To the extent possible, BLM will acquire aircraft that provide the best performance, capacity, speed, technology and safety features that are available and affordable. Government ownership, long-term contracts, multiple-aircraft contracts, sharing of contracts and innovative procurement methods will be explored to achieve economies whenever possible. The NAO tracks tactical aircraft utilization along with monitoring fire activity, fire danger levels and forecasted weather. The NAO will modify contract terms (designated base, MAP, etc.) as required to ensure maximum utilization and effectiveness of firefighting aircraft.

The NAO coordinates with the State Fire Management Officers (SFMO) and their staff on aircraft needs, availability and re-positioning. SFMO will remain informed on the national situation and

will consult with Fire and Aviation's NAO and/or the Division of Fire Operations on assignment of BLM exclusive use aircraft to ongoing large fires.

The NAO facilitates aircraft pre-positioning with funding charge codes. During fire season, BLM exclusive use aircraft will be activated and mobilized to meet BLMs fire needs to the extent possible. Once authorized and acquired, all BLM fire exclusive use aircraft, other nationally funded aircraft (i.e. On Call-call/CWN contract task orders),) and severity funded aviation resources will be considered national resources subject to pre-positioning by SFMOs within their states, and by the national office on a national basis. This includes aviation personnel such as single engine airtanker (SEAT) managers and Air Tactical Group Supervisors (ATGS). The NAO will coordinate with SFMOs and State Aviation Managers (SAM) prior to any aircraft movements. Supplemental fire aircraft acquisition will be in accordance with BLM *NAP* 3.10.

1.4 BLM Wyoming Aircraft Management Strategy

Exclusive use contracted fire aircraft are funded through the BLM National Aviation Office (NAO), and coordinated by the State Fire Management Officer (FMO). The aircraft are intended primarily for initial attack. Discretion to utilize the aircraft for non-initial attack operations within the districts is at the District Fire Management Officer level. Assignment of exclusive use and supplemental aircraft outside of the state for extended attack fire or non-fire projects requires notification to the State FMO. The State FMO shall coordinate with the State Aviation Manager and District FMOs on the movement of aircraft within the state based on established priorities and anticipated critical fire weather.

1.4 WRBBD Aircraft Management Strategy

The Wind River/Bighorn Basin District utilizes aviation resources to meet a variety of land management objectives including fire detection and suppression, wildlife surveys, wild horse inventory and gathering, compliance surveys, grazing allotment monitoring, range condition inspection/inventory, and miscellaneous project work. Compliance inspections assess oil and gas operations, seismograph lines, rights-of-way, and grazing trespass. Aircraft may also be used during search and rescue operations on a case by case basis with concurrence of the District Manager.

1.5 Authority

This plan fulfills the Departmental Manual (DM) requirements outlined in *350 DM 1, Appendix 3,* and BLM Manual 9400 Aviation Management Directives. This plan has been developed to provide policy standardization for all BLM aviation programs.

1.6 Policy

BLM aviation management and operations will be conducted within policies contained in the Federal Aviation Regulations, DOI 350-354 Departmental Manuals, Operational Procedures Memorandums (OPM) and Handbooks (HB), and BLM Manual *9400*. In addition, the current version of the following Handbooks, Plans and Guides constitute BLM Aviation policy as specified in the BLM Manual *9400*.

Exemptions/Waivers: Exemptions/waivers to Federal Aviation Regulations and DOI regulations must be requested in writing to the BLM Aviation Division Chief. Final approval will reside at the OAS Director level (reference *350 DM 1.10*). The following are standing waivers that have been granted and remain in place as overarching policy will not be changed:

- Waiver for Exemption from *351 DM 1, Aviation Life Support Equipment Handbook*, granted by BLM Director, Office of Fire and Aviation to BLM State Director, Alaska on 05/23/97. This

waiver is approved only for Alaska and allows special use mission operations personnel to wear rubber boots as necessary.
- Waiver for Exemption from *351 DM 1, Aviation Life Support Equipment Handbook*, granted by BLM Director, Office of Fire and Aviation on 05/06/98 waiving the requirement for flight helmets in all multi-engine airplanes for special use, leadplane and smokejumper operations.
- Waiver to 351 DM 1.9B(1) granted by OAS Director to BLM/BIA on 02/14/14. This waiver authorizes the applicable SEAT and Fire Boss contracts to specify that flight time will begin when the aircraft begins to taxi to the runway with the intent to take off.

1.6 Policy

The BLM Wyoming State Aviation Plan (SAP) is procedural policy for aviation program/operations under BLM Wyoming operational control. The BLM Wyoming SAP is prepared by the State Aviation Manager, reviewed by the State FMO and Associate State Director, and approved by the State Director annually. The SAP is then issued under a State Instruction Memorandum (IM).

1.6. WRBBD Policy

The Wind River Bighorn Basin District plan is authorized and required under the BLM 9400-.33F, the BLM National Aviation Plan, and the Wyoming State Aviation Plan. The District Plan may not be less restrictive than existing National (Departmental and Bureau) Aviation policy or State policy. This plan may be utilized for subsequent years if reviewed, edited, and resubmitted for approval signatures annually.

1.6.2 Handbooks

- *Aerial Capture, Eradication and Tagging of Animals Handbook (ACETA)*
- *Aviation Life Support Equipment Handbook (ALSE)*
- *BLM Wild Horse & Burro Aviation Management Handbook (WH&B)*
- *Interagency Aviation Transport of Hazardous Materials Handbook*
- *Law Enforcement Short-Haul Policy*
- *Military Use Handbook*

1.6.3 Plans

- BLM National Aviation Plan
- BLM State Aviation Plans
- BLM District/Unit Aviation Plans

1.6.4 Guides

- *NWCG Standards for Aerial Ignition (PMS 501)*
    - *Interagency Aerial Supervision Guide (IASG, PMS 505)*
- NWCG Standards for Aerial Supervision (PMS 505)
- *NWCG Standards for Airspace Coordination (PMS 520)*
- *NWCG Standards for Airtanker Base Operations (PMS 508)*
- *InteragencyNWCG Standards for Helicopter Operations Guide (IHOG,NSHO PMS 510)*

- *NWCG Standards for Single Engine Airtanker Operations (PMS 506)*
- *Interagency Smokejumper Pilots Operations Guide (ISPOG)*
- *Interagency Standards for Fire and Fire Aviation Operations (Redbook)*
- *Interagency Aviation Training Guide (IAT)*
- *Interagency Standards for Fire Unmanned Aircraft Systems Operations Guide (PMS 515)*
- *NWCG Standards for Aviation Transport of Hazardous Materials (PMS 513)*

2.0 Aviation Management Organizations

2.1 Department of the Interior (DOI)

Office of Aviation Services (OAS): The OAS is responsible for Departmental functions related to aircraft services. The OAS provides service offerings that include; aviation safety services, aviation technical services, fleet management, fleet property accountability, aviation user training services, and flight scheduling and coordination services (reference *350 DM 1* for a complete list of functions and responsibilities). https://www.doi.gov/aviation/

Interior Business Center (IBC) Acquisition Services Directorate (AQD): The Aviation Acquisition Services Directorate provides department-wide centralized contracting for aviation flight services for DOI and DOI customers. Other acquisition management activities include property accountability and small purchase service in support of OAS and Bureau operations including DOI fleet aircraft. https://www.doi.gov/aviation/aqd

2.2 National and Geographic Aviation Groups/Committees

Executive Aviation Board (EAB): The EAB is responsible for the DOI aviation program. The Board provides executive oversight and performance accountability and assures that Department-wide strategies and initiatives are developed collaboratively and implemented consistently. Additionally, the Board provides final review and approval of policy, when needed. The EAB is chartered under the direction of the Assistant Secretary for Policy, Management and Budget. The EAB has authority over all aviation related boards/committees/groups within the Department. The BLM permanent member of the EAB is the Bureau Deputy Director.

Executive Aviation Committee (EAC): The EAC is chartered under the direction of the EAB. The Committee follows guidance and directives from the EAB and ensures full collaboration among members to ensure that EAB and Department objectives are met. The EAC also provides Bureau and Department level aviation program performance measurement metrics to the EAB. The EAC is responsible for establishing a Bureau Aviation Managers working group to be the primary surrogate of the Committee to engage in all DOI aviation related issues at the operational Bureau level. The BLM permanent member of the EAC is the Assistant Director, Fire and Aviation.

Executive Aviation Sub-Committee (EAS): The EAS is an advisory group for the EAC. The BLM representative to the EAS is the Division Chief, Aviation.

National Wildfire Coordinating Group (NWCG): The purpose of NWCG is to coordinate programs of the participating wildfire management agencies so as to avoid wasteful duplication and to provide a means of constructively working together. Its goal is to provide more effective execution of each agency's fire management program. The group provides a formalized system to agree upon standards of training, equipment, qualifications, and other operational functions. Agreed upon policies, standards, and procedures are implemented directly through regular agency channels.

- Membership: NWCG is made up of the United States Department of Agriculture (USDA) Forest Service; four DOI agencies: BLM, National Park Service (NPS), Bureau of Indian Affairs (BIA), and the Fish and Wildlife Service (FWS); the National Association of State Foresters and the Intertribal Timber Council. Membership is limited to one individual organization representative, except the Forest Service will be represented by two representatives – one from fire and aviation management and one from fire research. https://www.nwcg.gov/

National Interagency Aviation Committee (NIAC): The Committee is established to serve as a body of resident aviation experts, assisting NWCG with realizing opportunities for enhanced safety, effectiveness, and efficiency in aviation related operations, procedures, programs and coordination. NIAC is chartered under the Equipment and Technology Branch of NWCG.

- Membership: Committee membership will reflect a mix of people who are knowledgeable in the subject area and who are from NWCG member agencies and organizations, including representation from OAS. https://www.nwcg.gov/committees/national-interagency-aviation-committee

NIAC Sub Committees:

- Interagency Aerial Supervision Subcommittee (IASS)
  - ATGS Cadre
  - Lead plane Cadre
  - ASM Cadre
- Interagency Airspace Subcommittee (IASC)
- Interagency Airtanker Base Operations Subcommittee
- Interagency Airtanker Board (IAB)
- Interagency Fire UAS Subcommittee (IFUAS)
- Interagency Aviation Training Subcommittee (IATS)
- Interagency SEAT Board
- Aviation Risk Management Subcommittee (ARMS)
- Smokejumper Aircraft Screening and Evaluation Subcommittee (SASES)
- Interagency Helicopter Screening and Evaluation Subcommittee (IHSES)
- Interagency Aviation Strategic Plan Subcommittee
- Interagency Helicopter Operations Subcommittee (IHOpS)
  - Aerial Capture Eradication and Tagging Animals Unit (ACETA)
  - Interagency Aerial Ignition Unit
    - Helitorch Subunit
  - Interagency Helicopter Operations Guide Unit (IHOG)
  - Interagency Helicopter Rappel Unit
    - Rappel Equipment Subunit
    - Helicopter Short-Haul Unit

BLM Aviation Management Group (AMG): AMG is chartered under the BLM Fire Leadership Team (FLT) to provide BLM leadership and expertise in all areas of aviation management. The AMG will promote aviation safety, standardization and efficiency in support of fire management and non-fire activities and provide representation in the development of aviation policy, acquisition plans and operational procedures.

- Membership: BLM; NAO program managers, State Aviation Managers, Liaison from Fire Operations (FA-300) and FLT.

BLM Air Attack Committee: The BLM Air Attack Committee is formed under the authority of the AMG with the concurrence of the BLM FLT to provide national leadership in all areas of BLM air attack operations. Promote and coordinate safe, effective and efficient fire operations in order to accomplish Bureau of Land Management (BLM) fire management objectives. This will be done in collaboration with the AMG in coordination with the BLM National Air Attack Program Manager.

- Membership: The AMG designee (Co-Chair), The BLM National Air Attack Program Manager, one liaison from the Fire Operations Group (FOG), one voting representative each from those states with exclusive use air attack aircraft (ID, MT, NV, OR, UT, AK).

BLM Airbase Committee: The Airbase Committee (ABC) is formed under the authority of the AMG with the concurrence of the BLM Fire Leadership Team (FLT). The Airbase Committees mission is to provide BLM leadership expertise in all areas of air base facilities and operations. Promote aviation safety, standardization, and efficiency in air base operations. Recommend opportunities for improvement in review and standardization of air base facilities. This will be done in collaboration with the AMG.

Membership:

- AMG representative (Co-Chair)
- One voting member from states with permanent BLM fixed wing air bases; AK, AZ, CA, CO, ID, MT, NM, NV, OR/WA, UT, WY.
- NIFC Ramp Representative
- Fire Chemicals Program Lead (FA-500)

BLM Helitack Committee: Chartered under the Fire Operations Group (FOG): The Helitack Committees mission is to provide national leadership in all areas of BLM Helitack operations. Promote and coordinate safe, effective and efficient fire operations in order to accomplish Bureau of Land Management (BLM) fire management objectives. This will be done in collaboration with and under the direction of the BLM Fire Operations Group in coordination with the BLM National Helicopter Program Manager and AMG.

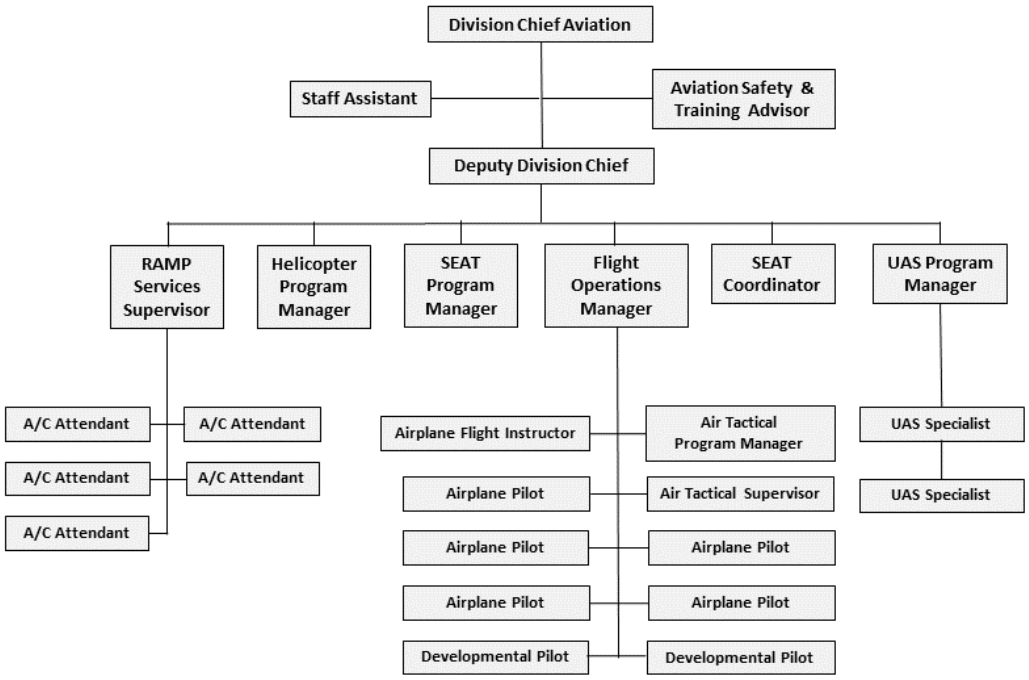
2.2 Rocky Mountain Aviation Committee (RMAC)

The Rocky Mountain Coordinating Group (BLM, USFS, NPS, USFWS, BIA, and States within the Rocky Mountain Geographic Areas) charters an aviation committee to consider and develop recommendations to any aviation issues related to Rocky Mountain interagency aviation operations. Fire and aviation issues can be brought forward through the Rocky Mountain Operations Group or to the RMAC representative. The BLM Wyoming SAM serves as the BLM Wyoming representative to this committee.

2.3 Bureau of Land Management (BLM)

BLM Director: The Director is responsible for the aviation management program. This responsibility is exercised through the Assistant Director for Fire and Aviation (FA-100).

Assistant Director, Fire and Aviation (FA-100): This position is responsible for aviation policy and program oversight. This responsibility is delegated and accomplished through the Division Chief, Aviation (FA-500).



2.4 National Aviation Office - NAO (FA-500)
(reference BLM *NAP Appendix 1* for the NAO Staff contact information)

Division Chief, Aviation (FA-500): This position serves as principle aviation advisor to the Assistant Director for the BLM Fire and Aviation Directorate (FA-100), and other staff, BLM state office, and Departmental aviation programs. This position supervises the Deputy Division Chief, Staff Assistant and Aviation Safety & Training Advisor.

- Identifies and develops Bureau aviation policies and procedures, as well as standardized technical specifications for aviation missions for incorporation into the directives system.
- Coordinates aviation-related activities and services between the Washington Office (WO), and states with other wildland firefighting, regulatory, investigative, and military agencies.
- Represents the BLM at interagency meetings, on interagency committees developing government-wide aviation policies, requirements, procedures and reports, at aviation industry meetings and conventions.
- Plans and conducts technical and managerial analyses relating to the identification of aviation organization and resources appropriate for agency use, cost-effectiveness of aviation, other specialized missions, aircraft acquisition requirements, equipment developmental needs, and related areas.
- Provides oversight of aircraft acquisition and fleet management, contract administration, aviation operations, aviation safety, security and risk management, reviews and evaluations of state aviation programs.

Deputy Division Chief, Aviation: This position serves as the Deputy to the Division Chief and has responsibility for direction of all phases of the Aviation Division's program of work. This position supervises and provides program guidance and technical direction to the Flight Operations Manager, Helicopter Program Manager, SEAT Program Manager, SEAT Coordinator , UAS Program Manager, and Ramp Services Supervisor.

- Develops the BLM *National Aviation Plan.*

- Prioritizes and coordinates national allocation/reallocation of BLM fire aircraft.
- Manages the BLM NAO Operations, Labor and fire exclusive use contract budgets.
- Coordinates contracting and cooperator aircraft requests with AQD/OAS.
- Reviews states aircraft severity and preposition funding requests; coordinates with BLM Fire Operations.
- Serves as the standing Co-Chair of the AMG Committee.
- Serves as the aviation liaison to the Fire Operations Group.

Flight Operations Manager: This position provides oversight and supervision for the Aerial Supervision Module (ASM) program,and Smokejumper programs, and standardization of all BLM flight operations.

- Serves on the Interagency Aerial Supervision Subcommittee (IASS) and leadplane cadre.
- May function as a qualified pilot.
- Develops guidance for BLM aircraft and pilot standards.
- Develops and coordinates ASM and Smokejumper operational procedures, training, and certification.
- Provides guidance on light and medium fixed-wing aircraft operations and standards.
- Primary point of contact for management of BLM Fleet (WCF) aircraft.
- Assigns BLM representative on the Smokejumper Aircraft Screening Equipment and Evaluation Subcommittee (SASES) and Interagency Smokejumper Pilots Operation Guide Steering Committee.
- Coordinates primary relief for the Fleet Smokejumper aircraft.
- Supervisor for the Air Attack Program Manager, Pilots and Development Pilots located within FA-500.

Aviation Safety & Training Advisor: This position provides leadership and technical expertise for aviation safety management systems, risk management and accident prevention programs. Has oversight of aviation training for BLM, providing training/certification guidance (curriculum, course materials, and instruction) for BLM fire and resource management aviation personnel.

- Serves as the BLM investigation team member and/or liaison to National Transportation Safety Board (NTSB) and OAS accident investigation teams.
- Oversees the BLM SAFECOM System and Management Roles.
- Compiles BLM aviation safety statistics and analysis.
- Serves on accident review boards.
- Develops and/or coordinates aviation training in support of BLM aviation programs.
- Serves as a member of the Interagency Aviation Training Subcommittee (IATS) and other interagency training working groups.
- Coordinates the development of web-based training for both vendor and government communities.
- Primary point of contact for OAS Aviation Program Evaluations.

Helicopter Program Manager: This position provides oversight of the BLM Helicopter program.

- Reviews requests for exclusive use contracted helicopters, and coordinates with AQD, OAS and State Aviation Manager.
- Develops and establishes agency helicopter operational standards.
- Develops helicopter position requirements and training.
- Conducts site visits, reviews and inspections.
- Serves as a member of the Interagency Helicopter Operations Subcommittee (IHOpS), Interagency Helicopter Screening and Evaluation Subcommittee (IHSES) and BLM Helitack Committee.

- Coordinates movement of BLM EU helicopters from AK to L-48 and L-48 to AK.
- NAO point of contact for End Product Contracts that potentially have an aviation component.

Single Engine Airtanker (SEAT) Program Manager: This position provides oversight and guidance to the SEAT and Scooper programs.

- Develops and coordinates requirements and training for the SEAT program.
- Performs site visits and inspections of SEAT operating bases.
- Develops contract specifications in coordination with both AQD and industry representatives.
- Chair of the Interagency SEAT Board.
- Serves as BLM representative to the Interagency Airtanker Board.
- Develops the *NWCG Standards for Single Engine Airtanker Operations*.*NWCG Standards for SEAT Operations*.
- Coordinates with the BLM State Office Managers, SEAT contract activation and allocation of aircraft.
- Functions as national liaison with State SEAT programs.
- BLM advisor to the *Interagency Airtanker Base Operations* Subcommittee.
- BLM national lead for fire chemicals development and implementation. Maintains and updates fire chemicals policy, plans and direction. National COR for fire chemical contracts, BPAs, and EERAs. Wildland Fire Chemicals Systems interagency technical contact and DOI liaison. DOI (except BIA) representative on the Fire Chemicals Board. Organizes and conducts national level training in fire chemical application and use.

SEAT Coordinator (SECO): This position is responsible for coordinating the allocation and reallocation of SEATs nationwide, management and oversight of the BLM fire chemical program and is the primary focal point for BLM airbase standardization.

- Advises the NMAC and the NICC of the current status, location and utilization of Federal and State contracted SEATs throughout the nation.
- Makes best value determinations when hiring aircraft to meet field requirements.
- Primary subject matter expert on fire retardants/suppressants and responsible for overseeing the Bureau fire chemicals program.
- Provides leadership for the use of fire chemicals by developing and implementing procedures to assure safe, environmentally appropriate, and effective retardant and suppressant operations.
- Functions as the Bureau representative on the Interagency Fire Chemical Board.
- Works in coordination with the US Forest Service as the BLM's Contract Officer Representative (COR) on the long term retardant contract.
- Provides technical expertise and assistance to BLM fire and aviation management for development of policy, guidance and direction regarding the establishment, management and utilization of airbases.
- Coordinates with subject matter experts in the fields of environmental compliance, airfield design and aviation experts to assess current conditions of Bureau airbases to establish a baseline understanding of the scope and nature of existing issues.
- Establishes standards that ensure Bureau airbase compliance with all Federal and State requirements while creating and implementing best management practices.
- Serves as the National Office representative to the BLM Airbase Subcommittee

UAS Program Manager: This position provides national guidance and standardization for BLM UAS programs.

- Serves as the national point of contact for BLM UAS Operations.
- Provides programmatic oversight to the development of UAS projects/missions.
- Coordinates the BLM national UAS training programs in conjunction with interagency partners.
- Coordinates the acquisition of agency owned/operated UAS in conjunction with SAM's and OAS/AQD.
- Develops and reviews exclusive use and on-call UAS contract specifications; coordinates with AQD, OAS and State Aviation Managers.
- Serves (or designates) as the Contracting Officers Representative (COR) for BLM UAS contract services.
- Provides BLM input to the *NWCG Standards for Fire Unmanned Aircraft Systems Operations (PMS 515).*
- Serves as a member of the Interagency Fire Unmanned Aircraft Systems Subcommittee.
- Maintains a roster of qualified BLM UAS personnel.
- Maintains an inventory of BLM owned UAS.

UAS Specialist: This position supports the UAS Program Manager in the implementation of the BLM UAS program.

- Supports Bureau programs in the planning and execution of incident and resource UAS projects; reviews and approves project plans which require UAS.
- Observes and monitors field applications of UAS to ensure compliance with Bureau policy. This will require field assignments to wildland fire suppression or resource management activities.
- Conducts fire UAS operations as a UAS Pilot (UASP), UAS Module Leader (UASL) or UAS Manager (UASM).
- Conducts non-fire UAS projects as required.
- Completes missions/projects safely, effectively, and efficiently in accordance with mission/project goals and objectives.
- Develops Project Aviation Safety plans (PASP) to support national, state, and local UAS projects/missions. These plans are developed and implemented in accordance with DOI and BLM policy.
- Develops and evaluates sensor and data collection/processing equipment/techniques.
- Develops UAS training curriculum to support Bureau aviation programs.
- Coordinates and leads the presentation of UAS training programs in accordance with FAA, DOI, and BLM policy.

Air Attack Program Manager: This position provides national guidance and standardization for the BLM Air Attack program.

- Develops and reviews exclusive use and on-call Air Attack contracts specifications, coordinates with AQD, OAS and State Aviation Managers.
- Coordinates the BLM national ATGS training program (S-378, CRM, and associated flight training) in conjunction with interagency partners.
- Develops, coordinates, and implements strategic and tactical utilization of air attack aircraft, and associated personnel in conjunction with State Aviation Managers, Geographic Area Coordination groups, and interagency partners.
- Provides BLM direction for the NWCG Standards for Aerial Supervision and relevant policy/operations documents.

- Coordinates with Geographic Area Coordinating groups regarding the activities of the ATGS Cadre and the BLM Air Attack Committee.
- Serves as a qualified ASM/ATGS Instructor/Check Airman and coordinates staffing for the BLM national ATGS training platform.
- Serves as a member of the Interagency Aerial Supervision Subcommittee (IASS).
- Maintains a list of qualified BLM ATGS Instructors, and ATGS Check Airman personnel.

Air Tactical Supervisors (AITS): These positions serve as Air Tactical Supervisors on Aerial Supervision Modules.

- Develop and review ASM procedures, make recommendations to the Aerial Supervision Program Manager.
- Instruct NWCG S-378 ATGS and AITS courses and mentor trainee ATGS and AITS personnel.
- Serve as subject matter experts (SME) for aerial supervision, airspace coordination, SEAT and airtanker operations.

Air Tactical Pilots (ATP): These positions serve as ASM and/or Leadplane (LPIL) pilots (LPIL).

- Serve as a contract project inspector for the BLM contracted ASM planes.
- Serve as an SME for aerial supervision, airspace coordination, SEAT and airtanker operations.
- Develop and review ASM/Leadplane procedures, make recommendations.
- Provides aircraft and mission training for tactical resources as assigned.

Smokejumper Pilots: These positions serve as smokejumper pilots.

- Serve as an SME for smokejumper pilot operations, smokejumper operations and back country airstrip operations.
- Develop and review smokejumper pilot procedures and make recommendations.
- Provides aircraft and mission training for tactical resources as assigned.

Aviation Staff Assistant: This position provides a full range of administrative support to the national aviation staff.

- Prepares and approves travel authorizations and vouchers, processes payroll, monitors budget reports and credit card statements to ensure expenditures are correctly made.
- Works with the Financial and Business Management System (FBMS) to create purchase requisitions for interagency agreements, contracts and requisitions.
- Prepares all formal office correspondence, including memorandums, Instruction Memorandums and Information Bulletins.
- Coordinates meetings and conferences for local and national-level events.

Ramp Services Supervisor (FA-510): This position oversees and directs aircraft ramp operations providing ground aviation management and ground support services to based and transient aircraft, air crews, transient personnel and cargo on the NIFC Aircraft Ramp.

- Ensures compliance with FAA, OSHA, EPA, BLM, OAS and airport aviation and security regulations.
- Develops the NIFC Ramp Services Operation Plan
- Manages interagency flight helmet repair service through the NFES for participating agencies and cooperators.

Assistant Aviation Management Specialist/Pilot: This position is developmental and provides the incumbent with the skills and background to compete for vacancies at the State and National levels, GS-12 and above. This position works under the guidance of national program managers as assigned but is supervised by the Flight Operations Manager.

- Provides assistance to program managers within the National Aviation Office.
- Serves as a Developmental Pilot functioning as a Pilot Trainee and Pilot-In-Command of single and multi-engine reciprocating and turbine powered airplanes under visual and instrument flight rules.

2.5 BLM State/District/Field Office Organizations

State Directors, District/Field Manager: Aviation responsibilities are outlined in *350 DM 1 Appendix 4*.

- State Directors are responsible for all aviation activities within their respective jurisdiction.
- Each state will assign a State Aviation Manager (SAM). The SAM position provides oversight of the state aviation program and support to the state/district/field offices on all aviation matters.
- District/Field Managers are responsible for all aviation activities within their respective jurisdictions.
- Each District/Field Manager will assign a Unit Aviation Manager (UAM) to provide oversight and staff assistance on all aviation matters.
- District/Field Managers are responsible for review and approval of Project Aviation Safety Plans, when required, for aviation activities within their respective jurisdictions.

State Fire Management Officer (SFMO): The SFMO is responsible for providing oversight and approval of the acquisition and use of BLM fire aircraft within their state.

- Provides state strategic direction and guidance.
- Has the authority to prioritize the allocation, reallocation, pre-positioning and movement of all fire aircraft assigned to the BLM within their state.
- Coordinates with Districts/Units, Geographical Area Coordination Centers (GACC), and NAO to maximize the utilization of Exclusive Use aircraft assigned to their state.
- Ensure all state assigned aerial resources are managed to maximize initial attack effectiveness.

State Aviation Manager (SAM): The SAM serves as the principal aviation professional for the State Director and is responsible for providing aviation program management, oversight and support to district/field office aviation operations within the state. The SAM has functional responsibility in the following areas and should have a delegation of authority for each area of responsibility:

- Develops and implements the state aviation management plan and establishes aircraft safety and accident prevention measures.
- Reviews all Project Aviation Safety Plans (PASP) prior to implementation.
- Serves as the Contracting Officer's Representative (COR) on all BLM aviation exclusive use contracts assigned to the state.
- Nominates candidates to the Contracting Officer for potential appointment as Alternate CORs (ACOR) and assigns Project Inspectors (PI) for all BLM exclusive use aviation contracts in their state.
- Authorized to order aircraft and ensures all aircraft ordering and dispatching occurs via a dispatch office.
- Provides aviation training support to the state office, field/district offices, and other cooperative agencies.

- Provides statewide statistical analysis and A-126 reporting.
- Coordinates with the NAO specialists regarding aviation issues.
- Coordinates with other interagency partners on regional and state levels.
- Is a member of a geographic area(s) coordinating group aviation committee.
- Establishes an "Aviation Point of Contact" or designates an acting SAM when needed. Ensures that acting SAM meet all training requirements and any state requirement for delegation (reference *BLM NAP Appendix* 12)*8*).
- Reviews all potential End Product contracts that could conceivably utilize aircraft (reference BLM *NAP* 3.9).
- Collects annual BLM aviation statistics for the state to include all fire and resource flight hours and associated costs. Desired delivery to the NAO by November 1st annually. https://www.nifc.gov/aviation/av_BLMadmin.html
- Reference the *NWCG Standards for Airspace Coordination* (Chapter 2, Roles and Responsibilities) for specific airspace coordination responsibilities.
- Reviews request for UAS projects to ensure agency compliance.

Zone/District Fire Management Officer (FMO): This position is responsible for hosting, staffing, supporting, providing daily management and dispatching all BLM fire aircraft assigned to their unit.

- Authorized, through a line officer delegation, to request additional fire aircraft; establish priorities; and allocate all fire aircraft assigned to the BLM within their unit or zone.
- Ensure that all BLM Exclusive Use aircraft and affected Airbases assigned to their unit are staffed for seven-day coverage throughout the contract period barring adverse weather conditions and one hour callback provisions.
- Ensure status of all BLM fire aircraft (On-Call and Exclusive Use) assigned to their unit is reported each day to the GACC as either "Committed" or "Available". Aircraft will not be designated as available "local only".
- When directed by the state office, will mobilize BLM fire aircraft and assigned personnel as requested.
- Ensure BLM fire aircraft and aircrews are ready for assignments off-unit.
- Ensure that when dispatched off-unit, assigned aircraft managers and aircrew will accompany the aircraft to provide appropriate staffing.
- Delegates or performs the function of the UAM when this position is not assigned.

Unit Aviation Manager (UAM): Field offices (district/center/zones) must designate a UAM, either full time or collateral duty, to provide program oversight at the local level. Some Units may utilize Service First or similar agreements with interagency partners to provide the UAM (Unit Aviation Officer (UAO), Forest Aviation Officer (FAO)). The UAM is the principal local aviation professional and is responsible for managing and supporting the aviation program for the unit. The UAM has functional responsibility in the following areas and should have a delegation of authority for each area of responsibility:

- Ensures district/unit flight compliance with DOI/BLM/state and district policies and regulations.
- Confirms that a qualified flight manager is assigned to all flights as required.
- Ensures that visiting aircrews, pilots and incident management teams receive a Unit aviation briefing.
- Develops and implements the District/Unit aviation management plan (Interagency aviation management plans if applicable), as well as specific operating plans for other aviation programs (helitack, SEAT, airbase, and air tactical).
- May serve as the ACOR or PI on BLM exclusive use aircraft.
- Interagency Aviation Manager may also function as a COR for USFS contracts.

- Authorized to order approved aircraft utilizing agency procurement documents and processes. See *NAP 3.8.3* for DOI On-Call and USFS Type 1 and Type 2 helicopter CWN and *NAP 3.8.4* for DOI Aircraft Rental Agreement.
- Assists in development, review and briefing the appropriate level of signatory authority for PASP's per BLM *NAP 4.3.2*
- Ensures that airspace coordination procedures with the military airspace schedulers at the local dispatch center are current and that coordination with military airspace schedulers is completed for all flights.
- Identifies unit flight hazards and coordinates the creation and annual updating of flight hazard map products (reference *Interagency Standards for Fire and Fire Aviation Operations*, Chapter 16, *NSHO* Chapter 3).
- Reviews unit SAFECOM reports and facilitates corrective actions.
- Ensure units' Aviation Mishap Response Guide and Checklist is updated in accordance with *NAP 5.12*, and functional.
- Facilitates, tracks unit aviation training, and coordinates with unit training manager and SAM.
- Conducts reviews and inspections of aviation facilities, aircrews and field operations.
- Coordinates arrangements for land use agreements/leases of aviation operations facilities.
- Ensures Aviation Security Plan is current and implemented.
- Collects and compiles aviation activity statistics and makes reports. https://www.nifc.gov/aviation/av_BLMadmin.html
- Coordinates with SAM on all Senior Executive Service (SES) flights, and use of cooperator aircraft.
- Coordinates with SAM on any aircraft flight service contracting needs.
- Designates an acting UAM when needed. Ensures that acting UAM meets all training requirements (reference *BLM NAP Appendix 8*).
- Coordinates with SAM on all potential End Product contracts that could conceivably utilize aircraft.
- Reference the *NWCG Standards for Airspace Coordination*(Chapter 2, Roles and Responsibilities) for specific responsibilities.
- Reviews request for UAS projects to ensure agency compliance.
- If a Storm Water Prevention Pollution Plan (SWPPP) is in place at their facilities, UAM's will ensure that the SWPPP is current and being followed by BLM personnel.

First Line Supervisors of BLM Pilots: Duties for this position are outlined in *350 DM 1 Appendix 3*. Duties include:

- Maintain aviation supervisory currency in accordance with OPM-4.
- Ensure employee pilots meet training requirements set forth by the Bureau as well as those outlined by *351 DM 3* and *OPM-22*.
- Ensure employee pilots maintain personal documentation of required training.
- Maintain an employee pilot training file.
- Pilot training records documentation will be submitted to the Alaska SAM for BLM Alaska pilots and to the BLM NAO for all other BLM employee pilots by May 15 annually.

BLM Pilot – Fleet (2101, 2181 position series) & Incidental/Dual Function: The pilot is in command of the aircraft and has ultimate responsibility, under both Federal Aviation Administration (FAA) and DOI policy, for the safety of the aircraft and personnel onboard. Other responsibilities include the following:

- Duties outlined in *350 DM 1 Appendix 3*.

- Meet training requirements set forth by the BLM as well as those outlined by *351 DM 3* and *OPM-22*.
- Maintain personal documentation of required training.
- Submit training records documentation to immediate supervisor by May 1 annually.
- Comply with all requirements of *351 DM 3* and any other applicable policy, including pilot qualification carding for authorized missions.
- Incidental/Dual Function pilots must have a letter of authorization issued by the BLM state office in coordination with the NAO. The letter describes the pilots' duties and restrictions to include any special use requirements (reference *351 DM 3.2C*).
- Operates the aircraft in accordance with applicable federal aviation regulations (FAR) and DOI/BLM guides, policy and procedures, and within aircraft contract specifications.
- Develops, activates and closes FAA or agency flight plans.
- Wears and uses personal protective equipment as required (reference *Aviation Life Support Equipment Handbook* (ALSE) and applicable operations Handbooks).
- Conducts mission planning, performs a thorough pre-flight inspection of the aircraft and briefs all passengers in accordance to *351 DM 1.5*.
- Does not deviate from flight plan or mission profiles unless agency authorization is received or as directed by air traffic control.
- Completes all flight records (OAS-AURM or AMD-23), completes OAS procedures as authorized.
- Works with OAS maintenance and helps to arrange for aircraft maintenance as needed.

2.5 BLM Wyoming Organizations

BLM Wyoming State Director (SD)

The SD has overall responsibility for the state aviation program, which is delegated to the State FMO. The SD has functional responsibilities in the following areas in addition to those described in the BLM NAP 2.5:

- Disseminate Departmental and Bureau aviation policy and information.
- Promote the *BLM Aviation Safety Management System (SMS)*.
- Assign a liaison for any BLM Wyoming aviation incident/accident investigation.
- Ensure adequate aviation management staff and funding in partnership with FA-500.

BLM Wyoming State Fire Management Officer (SFMO)

The State FMO supervises the State Aviation Manager (SAM), and has the authority to prioritize allocation and pre-positioning of fire aircraft assigned to the BLM within the state. Aviation management authorities and responsibilities are described in the delegation of authority from the SD. The SFMO has functional responsibilities in the following areas in addition to those described in BLM NAP 2.5:

- Direct the statewide aviation program.
- Approves assignment of Wyoming exclusive use aircraft outside of the state, coordinates with the NAO.
- Correct unsafe fire suppression, aviation and fuels management activities.

BLM Wyoming State Aviation Manager (SAM)

The SAM serves as the focal point for the state aviation program by providing technical and management expertise regarding the use of aviation resources.

The SAM has functional responsibilities in the following areas in addition to those described in the *BLM NAP 2.5:*

- Conducts and/or coordinates SMS based assurance checks of aviation programs and activities under BLM Wyoming operational control.
- Serves as a member or Chair of the Rocky Mountain Aviation Committee (RMAC) which is chartered under the Rocky Mountain Coordinating Group.
- Serves as a member of the Aviation Management Group (AMG) which is chartered under the BLM Fire Leadership Team.
- Serves as BLM-WY representative to the Airbase Committee (ABC) which is chartered under the AMG.
- Serves as a Contracting Officer Representative (COR) for BLM Wyoming exclusive use aircraft.
- Coordinates State Office flight requests with the appropriate Dispatch Center.
- Coordinates Senior Executive Service (SES) flights.
- Serves as the statewide point of contact for airspace coordination issues. Coordinates with the NAO National Airspace Program Manager, Wyoming National Guard – Wyoming Department of Transportation, Division of Aeronautics.

BLM District Manager (DM)

The DM has overall responsibility for aviation activities conducted within the district under BLM operational control. Aviation management and operational authorities and responsibilities are delegated to the District FMO, Unit Aviation Manager (UAM) and Dispatch Center Manager.

- See *BLM NAP 2.5* and *350 DM 1 Appendix 4* for list of major duties.
- Approves–Unit Plans, PASPs, and requests for new aviation contracts or programs.

Field Manager (FM)

This position is responsible for aviation activities supporting non-fire projects within the FO.

- Review and approve requests to use aircraft for resource projects.
- Review and/or approve PASPs.
- Coordinate projects using aircraft with the UAM.
- Coordinate aviation training needs of Field Office personnel as detailed in OAS (Office of Aviation Services) Operational Procedures Memorandum (*OPM)-04* with the UAM.

District Fire Management Officer (DFMO)

This position is responsible for hosting, staffing, supporting, providing daily management and dispatching all BLM aircraft assigned to their unit. The DFMO supervises the UAM and delegates the aviation program management to the UAM. The DFMO has functional responsibilities in the following areas in addition to those described in the *BLM NAP 2.5:*

- Authorized, through a line officer delegation, to request additional fire aircraft; establish priorities; and allocate all fire aircraft assigned to the BLM within their unit or zone.
- Ensure that all BLM Exclusive Use aircraft and affected Airbases assigned to their unit are staffed for seven-day coverage throughout the contract period barring adverse weather conditions and one-hour callback provisions.

- Ensure status of all BLM fire aircraft (On-Call and Exclusive Use) assigned to their unit is reported each day to the GACC as either “Committed” or “Available”.
- When directed by the state office, will mobilize BLM fire aircraft and assigned personnel as requested.
- Ensure BLM fire aircraft and aircrews are ready for assignments off-unit.
- Ensure that when dispatched off-unit, assigned aircraft managers and aircrew will accompany the aircraft to provide appropriate staffing.
- Delegates or performs the function of the UAM when this position is not assigned.

District Unit Aviation Manager (UAM)

The UAM serves as the focal point for the district aviation program. The District UAMs have functional responsibilities as described in the *BLM NAP 2.5*

- High Desert District- provides a collateral duty Unit Aviation Manager for all BLM flight activities.
- High Plains District– provides a collateral duty Unit Aviation Manager for all BLM flight activities.
- Wind River/Big Horn Basin District– has a stand alone UAM position that is shared with the Bighorn NF and the Shoshone NF. The position is physically located in Cody, WY at the Shoshone National Forest Supervisor's Office. However, the position is supervised by the Wind River Bighorn Basin District fire staff.

2.6 Aviation Positions

Aircrew Members: Personnel (not pilot/passenger) required to be on board the aircraft to perform an active mission function during a flight to ensure the successful outcome of the mission. For public aircraft operations, an aircrew member is also defined as a “qualified non-crewmember” (see definition for qualified non-crewmember below). For position equivalency Reference *OPM-04* One-Way NWCG Position to IAT Training Position Crosswalk and BLM *NAP Appendix 8* BLM Smokejumper Positions to IAT Functional Crosswalk. Aircrew Members include, but are not limited to:

- Designated observers - Spotters
- Personnel conducting surveys or mapping
- Photo/video operators
- Loadmasters and flight attendants

Qualified non-crewmember: A person flying onboard a public aircraft whose skills or expertise are required to perform or are associated with performing the Governmental function for which the aircraft is being operated (qualified non-crewmembers may be researchers, law enforcement agents, fire fighters, agricultural engineers, biologists, etc.) Qualified non-crewmembers are not passengers.

Aircraft Dispatcher: Dispatch personnel trained in aviation mission operations, policies, and procedures who receive process and place orders for aircraft, provide flight following and other aviation support services. Duties include:

- Confirms that a BLM Flight Request 9400-1a (or equivalent) is utilized, and completed for BLM operationally controlled non-fire flights (point-to-point and mission flights).
- Provides flight following and coordinates with other agencies on flight following when air operations cross jurisdictional boundaries.

- Maintains a current *Aviation Mishap Response Guide and Checklist* and initiates emergency search-and-rescue procedures for overdue, missing, or downed aircraft. Required to test the plan at least annually through a simulation exercise. (See also *BLM NAP 5.12*)
- Follows the procedures established in the *Geographic* and *National Mobilization Guides.*
- Utilizes required boundary plan checklist (reference *NWCG Standards for Airspace Coordination* Chapter 7) when dispatching any aircraft into identified dispatch boundary zones.
- Provides appropriate notification to assist in airspace coordination and de-confliction and meet any applicable airspace coordination agreements that BLM has with military airspace scheduling authorities (FAA, bordering dispatches, and military).
- Authorized to order and/or hire approved aircraft utilizing DOI AQD aircraft contract sources for non-fire and fire flights. Cooperator aircraft (USFS, state, and National Guard) can be ordered per fire master agreements and Unit Aviation Plan.
- Reference the *NWCG Standards for Airspace Coordination* (Chapter 2, Roles and Responsibilities) for specific responsibilities.

Airspace Coordinator (ASCO): An Airspace Coordinator may be ordered to assist or assume airspace coordination duties. The Airspace Coordinator may be located at a GACC, local unit, Area Command, or State Office. Individual must have extensive experience coordinating airspace issues. Duties could include airspace deconfliction, Temporary Flight Restriction, coordination with DoD and FAA, activating airspace agreements, Pilot briefings and conflict resolution. For additional information, consult Chapter 2 "Agency Organizations, Roles and Responsibilities and Airspace Committees" of the *NWCG Standards for Airspace Coordination*. An "Agency Specific" Position Taskbook has been created for ASCO. The Taskbook is posted at: http://www.nwcg.gov/publications/agency-taskbooks

Aircraft Manager: Aircraft managers supervise tactical aircraft operations. Each manager complies with appropriate *Interagency Operations Guide*, Redbook and is responsible for the following:

- Plans, coordinates, and supervises aircraft operations according to DOI/BLM policy.
- Directs pilots and crews, and provides operational and safety briefings to aircrews, project leaders, and passengers.
- Conducts and completes flight time reports, daily diaries, and all related documentation.
- Conducts mission planning and risk/hazard analysis with the pilot.

Flight Manager: A flight Manager will be designated for point to point flights transporting personnel. The flight manager is a government employee (which may be the pilot) that is responsible for coordinating, managing, and supervising flight operations. The flight manager is not required to be on board for most flights, however for complex multi segment flights a flight manager is recommended to attend the entire flight. The flight manager will meet the qualification standard for the level of mission assigned as set forth in the *Interagency Aviation Training (IAT) Guide*.

- Reference *National Interagency Mobilization Guide* Chapter 20 for specific responsibilities.
- Non-fire Special Use fixed wing missions (as defined by *OPM-29*) require oversight by a Fixed Wing Flight Manager-Special Use.

A helicopter flight manager is utilized to supervise missions limited to point to point transport of personnel from one helibase/airport to another helibase/airport, low and high level reconnaissance, and landings or takeoffs at unimproved sites; the Helicopter Manager-Resource is **not** expected to fulfill all the duties of a qualified Non-Firenon-fire helicopter manager. Rather, he/she is the government representative who coordinates with the pilot regarding the safety and efficiency of the flight.

Helicopter Manager – Resource: Responsible for coordinating, scheduling managing and supervising non-fire resource helicopter operations. Training Requirements involve the completion of the task book and meeting the training requirements in OPM-04.

Fire Helicopter Manager: A single Resource Boss (HMGB) is responsible for supervising and directing a fire suppression module. Training Requirements HMGB**.**

Vendor Pilot: All vendor pilots must conform to the procurement document requirements they are operating under.

3.0 Administrative Requirements

3.1 General

This section establishes: definitions, management responsibilities, policies, and procedures for administration of the aviation program in BLM.

New program requests involving aerial assets, not already approved by established Bureau or Departmental policy, must be routed through the State Director to the Division Chief Aviation for approval. (See NAP 3.23)

3.2 Reporting and Documentation Requirements

General administration policy for BLM Aviation is found in *350 DM 1*.

- The approval and documentation of Senior Executive travel in agency and agency procured aircraft is as required by *OMB Circular A-126*. States shall forward biannual reports (April and October) to the NAO, who will forward to OAS.
- Documentation requirements for aviation activities shall follow requirements in *BLM Manual 1220 Records and Information Management* Appendix 2, Combined Records Schedules, Schedule 10/8 and 9.
- Each office will maintain an aviation reference library and aviation files (these may be paper copies and/or electronic documents) per BLM Preparedness Review Checklist #4 "Aviation Management" located at: http://web.blm.gov/internal/fire/fire_ops/toolbox.htm
- Documents must be retained for at least three years. The designated aviation manager at the unit, state and national levels must be responsible for maintaining and updating all aviation related references, files and records.

3.2 BLM-WY Reporting and Documentation Requirements

General administrative policy for BLM Aviation is found in *350 DM 1* and *BLM NAP 3.2*.

- Aviation Safety Communiqué (*SAFECOM*) reports should be submitted within 24 hours of the event.
- Accidents and Incidents-With-Potential will be reported to: OAS Safety (1-888-4MISHAP), and the SAM/State FMO/SD as soon as possible.
- Each District should maintain an aviation reference library and aviation file(s) per BLM Preparedness Review Checklist #4 "Aviation Management" located at: BLM Fire Ops Preparedness Review Checklists.

3.2. WRBBD Reporting & Documentation requirements

Authorized government agents are responsible for the prompt submission of listed reports that pertain to their specific duty.

- Authorized representatives are responsible for submitting daily aircraft status reports to the Unit Aviation Manager. The report may include all on call, aircraft rental agreements, and Exclusive Use and Cooperator aircraft operating within the Wind River Bighorn Basin District.
- WRBBD SEAT Base Managers are responsible for submitting daily Retardant use summaries to the Unit Aviation Manager following and SEAT Base fire support.
- Authorized representatives are responsible for submitting annual aircraft activity summary reports to the Unit Aviation Manager. The report should include all on call, ARA, Exclusive Use and Cooperator aircraft operating within the Wind River Bighorn Basin District.

- Aircraft Contract Evaluations (CPARS) are to be submitted to the Unit and State Aviation Manager at the completion of each contract or after each Aircraft manager swap for all On-call or ARA contracts.

The State Aviation Manager serves as the primary Contracting Officers Representative (COR) and will maintain all state assigned aircraft service contract files. The importance of accurate, comprehensive flight and administrative records cannot be overemphasized. To improve the life-cycle management of office records and information, see the aviation documentation matrix. The Unit Aviation Manager will ensure records are maintained in accordance with BLM policy

3.3 Aviation Plans: National, State, Unit, and Project

BLM Manual 9400, Aviation Management specifies national aviation management policy. The national, state and district/field offices aviation plans describe procedures that implement policy direction in the *9400* manual. State and unit plans supplement national policies and procedures. State and field offices must not implement policy or procedures less restrictive than national policy. If a state or unit plan must contain more restrictive procedure, a written request, prior to implementation, is to be sent to the NAO.

National Aviation Plan (*NAP*): The BLM *NAP* provides comprehensive information regarding BLM aviation organization, responsibilities, administrative procedures and policy. The BLM *NAP* is intended to serve as an umbrella document that state aviation plans can follow for formatting and describe procedures applicable to the organizational level. The BLM *NAP* will be updated and issued annually prior to March 1 by the NAO. The *NAP* is approved by the Assistant Director of the BLM Fire and Aviation Directorate (FA-100).

NIFC Ramp Services Operation Plan: The Ramp Services Operation Plan defines the mission, provides checklists, orientation outlines and instruction for employees and contractors and standardizes operating procedures at NIFC Ramp Services.

State Aviation Plans: Each state must publish an aviation plan that implements national policy and describes protocols specific to each state's aviation program. The State Aviation Plan serves as an umbrella document for Unit Aviation Plans. However, the State Aviation Plan may also be designed to serve as an overall Unit Aviation Plan provided that the local unit administrative and operational procedures are incorporated along with the aircraft supplemental plans that are specific to each unit aviation program (see identified procedures listed under Unit Aviation Plans). State Aviation Plans are approved by the State Director. State Aviation Plans shall be updated annually and submitted to the NAO for inclusion to the BLM Aviation web site: https://www.nifc.gov/aviation/av_BLMlibrary.html

Unit Aviation Plans: Units (districts/field offices/zones) are required to maintain and update Unit Aviation Plans annually, which implement national and state policy and establish local procedures and protocol. Unit Aviation Plans are approved by the District/Field Office Manager. Unit Aviation Plans must address local administrative and operational procedures to include:

- Unit/state organizations
- Aviation facilities
- Radio use
- Repeater locations
- Phone and computer use
- Airspace coordination to include boundary zone de-confliction (reference *NWCG Standards for Airspace Coordination7*)
- Flight hazards

- Aircraft ordering
- Dispatching and flight following procedures
- Administrative procedures
- Identification of typical aviation missions
- Risk assessment and mitigation specific to the Unit or not addressed in State/National Aviation Plan (reference BLM *NAP 4.4*)
- Unit Aviation Plan, Supplemental Operational Plans or Project Aviation Safety Plans must address recurring aircraft operations. Examples include:
    - Airbase operations
    - Helitack operations
    - Smokejumper operations
    - Airtanker operations
    - Aerial Supervision.
    - Light Fixed Wing (Fire Detection and Recon, Logistical, etc.).
    - WH&B
    - ACETA
    - Law Enforcement operations
    - Non-Fire Aviation Activities

3.3 WRBBD Local Unit Aviation Plans

The Unit Aviation Plan can be found online at
https://gacc.nifc.gov/rmcc/dispatch_centers/r2cdc/dispatch/Aviation.htm

The Following Plans are appendixes to the WRBBD Unit Aviation Plan.

- Riverton SEAT Base Operation Plan
- Greybull SEAT Base Operation Plan

Project Aviation Safety Plans (PASP): A PASP will be developed and approved at appropriate levels depending on project/flight complexity and risk as required for specific non-fire flights/projects (reference BLM *NAP 4.3.2* for specifics regarding PASP requirements).

3.4 Aircrew Orientation Briefing Package

Each state and unit will create an Aircrew/Pilot Orientation Briefing Package. Unit aviation managers are responsible for providing visiting pilots, aircrews and Incident Management Teams with a briefing. The orientation briefing package serves as a source of information about local administrative and operational procedures (copy of the unit aviation plan, frequency sheets, repeater locations, flight following procedures, hazard map, known landing zones, recommended lodging/dining list, maps, etc.).

3.4 Aircrew Orientation Briefing Package

Each Dispatch Zone within Wyoming has its own Aircrew Orientation Briefing Guide. Both guides can be obtained through the Dispatch Centers' websites.

3.4 WRBBD Briefing Package

The Aviation Briefing guide is developed/updated and distributing annually as a comprehensive guide for all BLM suppression programs in WRBBD. Guides are available at Cody Dispatch or online.

https://gacc.nifc.gov/rmcc/dispatch_centers/r2cdc/dispatch/Aviation_folder/Aviation%20Briefing%20Guide.pdf

Aditional briefing information is also available online at the following web address (AV Haz Maps, Tactical Reports, Ect.).

https://gacc.nifc.gov/rmcc/dispatch_centers/r2cdc/dispatch/Aviation.htm

3.5 Land Use Policy for Aviation Activities

The regulation of aviation activities on or above BLM managed lands is typically dependent on resource management plan (RMP) direction, wilderness management regulations and any applicable federal aviation regulations.

Temporary aviation operations on BLM lands may be restricted due to RMP direction. UAMs should coordinate with resource managers to identify areas of restriction when developing district/field office operating plans, unit aviation plan, and PASP. For information regarding implementing invasive species control measures for aviation activities reference BLM *NAP 5.14*. The local resource advisor is the focal point for coordinating the reporting of any fire chemical aerial application in or near waterways.

3.5 Land Use Policy for Aviation Activities

District and Field Offices are to coordinate with UAM when developing any operating plans, unit aviation plans or PASPs. All aviation operations funded, permitted, or authorized by a controlling BLM-WY resource manager shall be coordinated with the appropriate UAM prior to implementation.

3.5 Land Use Policy for Aviation Activities with in WRBBD BLM

All aviation projects need to have prior approval by the UAM and District Manager before initiating the planning process (PASP, AMD-91, ect.). This can be accomplish via email string to keep all parties informed.

3.6 Budget

BLM exclusive use contract fire aircraft daily availability is budgeted by the NAO (FA-500). All exclusive use availability guarantees and fixed government ownership costs for fire aircraft are held at the NAO.

Non-Fire exclusive use contract and fleet aircraft are budgeted outside the NAO through a variety of sources.

3.6 BLM WY Budget

The BLM fire exclusive use contracted aircraft are funded through the NAO (FA-500). The Exclusive Use Helitack positions are budgeted at the state or district level. All other aircraft are funded from fire suppression, severity, or specific projects.

3.7 Aircraft Flight Service Ordering

Only flights with a scheduled air carrier on a seat fare basis and with payment utilizing their federal government credit card are initiated by individual BLM employees. Aircraft acquisition and procurement for all other flights are approved to be arranged only by IBC (AQD), (Exceptions -

353 DM 1.2.A & OPM-15). These flights are scheduled, managed and arranged by qualified aviation and dispatch personnel in their respective BLM offices (see also BLM *NAP 3.17.1*) and approved at the appropriate management level (reference state and unit aviation plans).

Aviation services under DOI contract or rental agreement are paid through the IBC. Contractors are responsible for final submission for payment, through the processes defined by IBC. Assigned Flight/Aircraft Managers are responsible for input/review and signature of the AMD-23E. COTRs and CORs are designated by the CO to monitor aviation services contract performance and technical provisions of the contract.

When ordering aircraft, no modification of contract requirements are authorized, except by the CO.

> **Ratification of Unauthorized Commitments:** Unauthorized commitments (orders with vendors without a current and valid DOI ARA or On-Call contract) could be subject to the ratification procedures set forth in the Federal Acquisition Regulation 48 CFR 1.602-3 (reference *353 DM 1.8*).

On-Call contracts and ARAs have specific ordering procedures. The procedures are found on the OAS web site: https://www.doi.gov/aviation/aqd/contracts

An ordering official is a person who places an order directly with a vendor. They must have the knowledge to conduct and document a cost comparison/ Contractor selection rationale. For BLM the only personnel that have Bureau authorization to order aircraft are qualified aircraft dispatchers, UAMs and SAMs.

Orders for service shall be placed with the Vendor who is determined to represent the best value to the Government, using tradeoff analysis. In selecting an aircraft, the ordering official must evaluate Vendors by trading-off the differences in capability and price. If one Vendor has both the better capability and the overall lower price, then that Vendor will be the best value. If one Vendor has the better capability and the higher price, the requestor will decide whether the difference in capability is worth the difference in price. If the requestor considers the better capability to be worth the higher price, then the more capable, higher priced Vendor will represent the ultimate best value to the Government.

When selecting a vendor with the better capability but a higher price, the ordering official must provide a short explanation to support this decision on the cost comparison.

Criteria evaluated are:

- Aircraft or contractor capability.
- Price (flight time, guarantees, mobilization, per diem, service truck mileage)
- Availability of the contractor to meet time frames.

Once the selection is made, it is the Bureau personnel's responsibility to ensure the aircraft and pilot offered by the vendor are approved for the mission.

Procedures for placing orders against the DOI On-Call/ARA for all "Non-Fire" and "Non-Emergency" aircraft services: The ordering unit shall complete a DOI Flight Services Request Form (AQD-91) for all flights and submit the completed form to: aqd91@ibc.doi.gov
If utilizing the ARA and your estimate exceeds $150,000.00, contact your OAS Flight Coordination Center or the Contracting Officer.

The ordering official shall document the vendor price analysis on the second tab of the Flight Services Request Form (AQD-91). Selection of three sources within the local area to compare best value criteria will meet this competition requirement. When selecting a Vendor with the better capability but a higher price, the requester shall place a short explanation to support this decision on the AQD-91. (Reference BLM *NAP 3.2* for documentation retention)

3.7.1 Inter-Agency Agreements (IAA)

DOI AQD Contract/ARA aviation services procured by BLM can be funded via an Interagency Agreement with AQD. This will require a substantial amount of lead time for Non-Fire aviation services to ensure the agreements for funding are in place before any flight activity takes place. The user of the aircraft must ensure that an Interagency Agreement (IAA) has been completed by their agency and accepted by DOI prior to placing an order against the contract. That document will identify the amount, purpose, period of performance and source of the funding.

DOI AQD Contract/ARA Aviation Services Acquired in Support of Non-Fire Activities:
Aviation users must work with local UAM to assure Non-Fire aviation services are ordered in accordance with State/District protocols to include:

- Identifying the need for a non-fire flight.
- Completing an AQD-91 Flight Services Request Form / Best Value Comparison to identify a particular aircraft and associated cost.
- Completing a PR request with appropriate funding from benefiting activity.
- Creating a new IAA or modifying an existing IAA as needed, and referencing the existing IAA on the AQD-91.

BLM Exclusive Use contract aircraft can perform BLM non-fire project work without the need to create an AQD-91 specific to that aircraft and mission. If no AQD-91 exists, the Aircraft Manager would just include the appropriate charge code for the BLM non-fire costs on their normal payment document and the benefiting activity will be expensed. If an AQD-91 has already been created and the Unit wishes to utilize those dollars already obligated on the AQD-91 then the Aircraft Manager will need to submit a separate payment document specific to just that project that references the Task Order created for the AQD-91. If this process does not occur, the unit could in effect be double billed if the Unit does not de-obligate the AQD-91 prior to year-end fiscal blackout.

DOI Contract/ARA Aircraft Services Acquired in Support of Fire Management Activities:
The Department has provided direction to create miscellaneous obligations for intra-agency agreements with AQD. These obligation numbers will be disseminated by the National Aviation Office each fiscal year after the agreements for fire exclusive use availability and BLM fire management activities are executed.

- A National IAA is established for BLM fire management activities (suppression, severity, prescribed fuels, emergency stabilization, burned area rehabilitation, preparedness, and any other federal emergency response).
- TBD

- A separate National IAA is established for BLM fire exclusive use aircraft availability and BLM NAO Fleet aircraft (N190PE, N49SJ, N618, N162GC, and N700FW) monthly rate.
- TBD

3.7.2 Cross Servicing with AQD for Contract/ARA Aviation Services Acquired in Support of Non-Fire Activities: Cross Servicing functionality in the Financial and Business Management System (FBMS) affords Bureaus 100% financial transparency of funding from requisition to award by eliminating the need for Interagency Agreements as well as the burden of managing the Intra-Governmental Payment and Collections (IPAC's). The functionality allows requesting Bureaus to create requisitions in their business area of the Systems, Applications, and Products data processing software (SAP) that flow directly to AQD's area of Procurement Information System for Management (PRISM) for award. When awards are released in PRISM the obligation flows directly to the requesting Bureaus business area of SAP. Aviation users must work with local UAM to assure Non-Fire aviation services are ordered in accordance with State/District protocols to include:

- Identifying the need for a non-fire flight.
- Completing an AQD-91 Flight Services Request Form / Best Value Comparison to identify a particular aircraft and associated cost.
- Create a PR with the appropriate funding from benefiting activity.
    - The PR must be completed in accordance with the cross servicing instructions provided by AQD.
- Document the PR number in the block provided on the AQD-91.

3.8 Aircraft Contracts

Aircraft flight services in excess of $150,000 require an Exclusive Use aircraft contract or the use of: DOI On-Call or USFS Call When Needed (CWN) contract to include competitive task orders when deemed appropriate. Short term projects (< $150,000) may utilize the DOI Aircraft Rental Agreement (ARA) or the On-Call contract.

The DOI On-Call and USFS CWN contracts are competitive bid contracts that do not have a $150,000 limit like the ARA.

3.8.1 Non-Fire Exclusive Use Aircraft Contract Process

- State, field and district offices are required to submit a “Request for Contract Services” Form (AQD-13) to the SAM for all potential or desired contracted flight services. The SAM will review and approve/disapprove all AQD-13’s. The SAM will work with the appropriate AQD Contracting Officer (CO) and NAO personnel to provide coordination, technical input, solicitation review, and decision making for each contract award.
- A “Pre-Validation of Funds for Contract Award/Renewal” Form (AQD-16) will be authorized by an appropriate budget officer prior to awarding or renewing Non-Fire aircraft contracts.
- The SAM will provide the NAO program manager with a copy of any AQD-13, AQD-16, “Notice to Proceed” (AQD-19), Request for Amendment/Modification and/or Request for Contract Extension for any Non-Fire Exclusive Use aviation contract at the same time the original request is forwarded to the AQD CO.

3.8.2 Fire Exclusive Use Aircraft Contract Process

- Any changes in aircraft type or capability that would significantly increase fixed costs must be supported and approved by the Assistant Director of the BLM Fire and Aviation Directorate (FA-100).
- The appropriate NAO program manager completes Form AQD-13 in coordination with the SAM for approval of all requested exclusive use aircraft. The NAO program manager will review all AQD-13’s and work with the appropriate contracting officer in providing

coordination, technical input, solicitation review, and decision making for each contract award.

- SAM will provide the NAO program manager with a copy of any AQD-19 and/or Request for Amendment/Modification for any Exclusive Use aviation contract at the same time the original request is forwarded to the AQD CO.
- All AQD-16's will be authorized by the NAO prior to awarding, renewing, or extending fire aircraft contracts.

3.8.2 Fire Exclusive Use Aircraft Contracts

- The SAM serves as the Contacting Officers Representative (COR) for all BLM Wyoming exclusive use aviation contracts
- If a district wants to change the type or capability of their exclusive use contracted aircraft, a request is required to be submitted to the State FMO, after approval, the State FMO will submit a request to Deputy Assistant Director, FA-100.
- If an existing contract expires, the host district will coordinate with the SAM and NAO, and submit a new OAS-13 Acquisition Request Form.
- The districts determine the start dates for their exclusive use contracts. The COR will coordinate with State FMO, National Aviation Office (NAO), OAS-Western Region, and Acquisition Services Directorate (AQD) Contracting Officer.
- The COR submits a *Notice to Proceed OAS-19* to the contractor.
- Once the Notice to Proceed is acknowledged by the contractor, the start date can be varied on either side of the published date by 14 days.
- Contract extension: The contract exclusive use period can be extended on a day-by-day basis. Extensions must be agreed upon by the BLM and the aircraft contractor. Funding the extension can be done through severity, suppression, fire rehab, project, or another agency with an exchange of funds agreement with BLM. Contract extension on Severity Funding must be requested by the District and approved by either the State or National Office depending on the type of severity requested. The standard severity request processes will be utilized.

A request to extend the contract is sent by the District through the COR to the NAO no later than 2 weeks prior to the end exclusive use mandatory availability period.

Changing the Contract Start Date: The aircraft start dates can be changed to accommodate the government work or training schedules. If the start date is altered from that shown on the original AQD-16, the COR will notify the Deputy Division Chief, Aviation (FA-500). The start date of the exclusive use period may be adjusted up to 14 days prior to, or 14 days after the normal start date (as stated in the aircraft contract). The start date is established by a Notice to Proceed Form (AQD-19) issued by the COR. Adjusting the start date does not alter the length of the use period.

Funding through the following code; **LLFA540000 LF1000000.HT0000** begins on the new start date and is available continuously for the total number of exclusive use days (excluding contract extension) specified in the contract.

Contract Extension: Mutual Extension - The exclusive use period may be extended on a day by day basis after the Mandatory Availability Period (MAP), provided that such extension is agreeable to both parties in writing prior to the extension. An extension on the use period creates use "outside" of the normal exclusive use period and requires early planning, coordination and a contract modification by the CO. It also requires a dedicated funding source approved by the NAO. Extensions are not guaranteed, they require written mutual agreement (contract modification). They are normally used when additional work is anticipated and other funding

sources are available. Funding for extensions may be through BLM (i.e. suppression, severity, rehab, non-fire, etc.) or from another agency which requires a reimbursable agreement to be in place.

- Funding from **LLFA540000 LF1000000.HT0000** is limited to the number of days specified in the contract and **is not** to be utilized during contract extension.
- Use Rates for Pay Item Codes (FT, SM, PD, EP, ET, SC, etc.) - All Use Rates will be charged to the appropriate office and benefiting activity, but not to the NAO code.
- SAM will make a request for any Exclusive Use contract extension a minimum of two weeks prior to end of exclusive use period to the Deputy Division Chief, Aviation.
- Contract extension on Severity Funding must be requested by the State and approved by the National Office through the standard severity request process.

3.8.3 On-Call/Call When Needed (CWN) Aircraft Contracts

AQD administers the DOI On-Call aircraft contracts and the USFS administers the Type 1 and Type 2 Helicopter CWN contract. Authorized BLM personnel (UAM, Aircraft Dispatcher) can hire aircraft using these contracts through the Resource Ordering and Status System (ROSS) as described in the contracts and the *National/Geographic Area Mobilization Guides*. Funding for these aircraft is made through specific incident emergency fire suppression, approved severity funding or approved non-fire activity funding. The emergency fire suppression funding is only available until the specific incident is controlled/out. Resource ordering procedures are described in the *Geographic Mobilization Guide*. The types of DOI On-Call and USFS CWN aircraft contracts available to BLM are:

DOI On-Call Contracts: Reference AQD web site for contract details and ordering procedures: https://www.doi.gov/aviation/aqd

There are separate contracts for:

- Small helicopters (ICS Type 3) – 4 to 6 seat helicopters.
    - Used for Fire Operations and Resource Management Projects.
    - DOI On-Call C27.2.2 NON-FIRE and ONE-DAY FIRE missions can be hired on a daily availability and fixed flight rate basis or a project flight rate basis. Orders placed and accepted on the basis of payment for daily availability and the fixed flight rate will be subject to contract clause C27.
    - Reference DOI On-Call C26.2.1"……requires a government representative to submit an AQD-91 Flight Request Form with a government estimate to include three contractors……"
- SEAT – Fire suppression.
- Air Tactical Fixed Wing – Fire Suppression or Non-fire missions.
- On Call Wild Horse & Burro and ACETA – Inventory/Census, Herding, Marking/Eradication/High Velocity Darting, Net-Gunning/Low Velocity Darting, Wild Horse and Burro (WH&B) herding and capture. Census and classification may be accomplished under the DOI On-Call Small Helicopter Contract.
- UAS
    - Fire: Reconnaissance, mapping, and situational awareness.
    - Non-Fire: Various resource management projects.

An AQD-91 Best Value Comparison must be completed any time the on call contract is used.

USFS CWN Aircraft Contracts: Reference USFS web site for contract details and ordering procedures: http://www.fs.fed.us/fire/contracting/helicopters_cwn/helicopters_cwn.htm

There are separate contracts for:

- USFS National Type 1 and 2 Helicopter CWN contract - Medium to heavy lift helicopters. Project flight rates apply for non-fire projects.
- USFS Regional Type 3 Helicopter CWN contracts – Light, multi-purpose helicopters.
- USFS Exclusive Use and CWN contracted aircraft are available for DOI use per requirements of *OPM-39*.

3.8.4 DOI Aircraft Rental Agreements, Non-Fire – (ARA)

ARA for helicopters in the L-48 has been combined with the DOI On-Call Small Helicopter contract. The ARA must NOT be utilized to obtain direct fire suppression aircraft and tactical fire support aircraft. Non-tactical operations that an ARA aircraft may be used for include; fire monitoring, fire detection, personnel or cargo transportation (non-Initial attack) etc. The ARA is used to procure flight services requested under a blanket purchase agreement (BPA), and are acquired under the authority of Federal Acquisition Regulations (FAR), Part 13, and BPA. These are not competitive contracts, thus have limitations of $150,000 total expenditure per ordered project. Project requirements of more than $150,000 must not be separated into several transactions to avoid expenditure limits. The OAS Regional Offices administer the ARA program through the Flight Coordination Centers. The AQD web site has a link to the Aircraft and Pilot Source List: https://www.doi.gov/aviation/aqd/aviation_resources

Resources are in a database that is searchable by: vendor, type of aircraft, special use qualification. Helicopters are ordered, depending on project needs, from the DOI On-Call contracts: Small Helicopter, or the ACETA. The airplanes available on the ARA Source List typically do not have the same level of avionics that the On-Call contracted planes have. Most ARA aircraft have a minimum flight hour daily guarantee.

The numbers of approved rental aircraft must be consistent with program objectives. Requests from the field to add new vendors must be carefully reviewed at the state and national level. All "Request for Rental Services" (AQD-20) will be reviewed and submitted by the SAM to the NAO. The appropriate NAO program manager (fixed wing, helicopter) will review the request and, if approved, forward to the OAS for processing. Some criteria for assessing need for additional rental aircraft are:

- Type of aircraft.
- The number of same type of aircraft available locally to the field offices.
- The estimated annual usage of that type of aircraft.
- Special services/equipment provided by the contractor.

3.8.5 Contractor Evaluations

In accordance with Federal Acquisition Regulation 42.1502, past performance evaluations shall be prepared at least annually and at the time the work under a contract or order is completed. The AQD-136A Form (Evaluation Report on Contractor Performance (Exclusive Use, On-Call, CWN and ARA)) is used for documenting contractor performance for aviation services performed in support of DOI customers. This form is located at: https://www.doi.gov/aviation/library/forms#aqdforms

The CO will register each contract by submitting the contract information to the agency's CPARs office. For both exclusive use and on-call contracts, the Project Inspector (PI)/Flight Manager is responsible for completing the contractor evaluation form. The evaluations for the exclusive use contracts will be forwarded to the Contracting Officer Representative (COR) for review and entry into the CPARs system.

On-Call includes; Small Helicopters, Air Attack, SEAT, UAS and ACETA. The on-call contract evaluations shall be forwarded to the SAM. The SAM will review and forward the on-call evaluations to the respective Contracting Officer for entry into CPARs.

National Call When Needed (CWN) USFS Type 1 and Type 2 helicopter contract. The PI/Helicopter Manager shall complete the USFS Contractor Performance Assessment Report and submit to the USFS CWN Contracting Officer with a courtesy copy to the SAM. The form is available in the vendors copy of the contract and at the following link: http://fsweb.wo.fs.fed.us/aqm3/pages/nifc/

The CO will review and submit the evaluation to the Contractor for their review and signature. The contractor has 30 days to either accept the rating or provide comments. After agreement of both parties, the evaluation becomes an official past performance record which may be used in future source selections.

The PI/Flight Manager should discuss the evaluation with the contractor's representative before submission. If during the performance of a contract there are negative performance issues the PI should attempt to resolve issues with the contractor's representative and inform the UAM and COR of issues. If any issues cannot be resolved locally, then the COR will facilitate contacting the contractor and/or the CO.

3.8.6 Contractor Fueling-Lower 48

DOI / BLM aviation contracts in the lower 48 states require the aircraft contractor to provide fuel for government contracted aviation operations regardless of the location. SEAT and Helicopter contracts require the vendor to have a fuel truck in addition to the aircraft. Aircraft contractors are obligated to provide fuel for their own contracted aircraft and the fuel support vehicles. The aircraft contractors have the discretion to purchase aircraft fuel from commercial sources on site/airport or provide their own fuel for the contracted aircraft. FAA specifically addresses what aircraft owners and associate businesses are permitted to do specific to fueling operations.

> *The FAA's Airport Compliance Manual - Order 5190.6B 11.2. Restrictions on Self-servicing Aircraft. Grant Assurance 22(f), Economic Nondiscrimination,* clearly indicates that an aircraft owner or operator may perform their own self-fueling activities, including bringing fuel to the airport with its own employees in conformance with the airports rules and regulations pertaining to self-service operations.

BLM personnel will not direct the contractor on where or how to acquire aviation fuel. Local aviation managers should be familiar with their local airport authority's rules governing self-fueling and any fuel flowage fees that apply to BLM operations. Local Aircrew Orientation Briefings will address the airport's schedule of fees that may be applicable to their BLM flight operations. At a minimum the briefing shall address the following:

- Airport fees such as landing fees, tie down fees and or fuel flowage fees.

- Identify who the contractor is responsible for paying on site / airport. Point of contact with the airport authority.
- Fees applicable to BLM operations may be paid for by the BLM unit or through the aircraft contract. In instances where the contractor is responsible, units should refer to the aviation contract or the contracting officer for specific information on miscellaneous fees that are permitted for reimbursement.

Contractors involved with aircraft fueling are held to NFPA 407-Standard for Aircraft Fuel Servicing or as otherwise directed by the governing contract.

3.9 End Product Contracts

End Product Contracts are not aircraft flight service contracts. They are used to acquire a product for the Department (i.e., per-acre, per-unit or per-area, or per head basis). The intent of this type of procurement is for the contractor to supply all personnel and equipment in order to provide a "service" or "end-result." Many contractors utilize aircraft (including UAS) to meet the performance objectives of End Product contracts for activities such as: animal capture, seeding, spraying, survey, photography, etc. Since these are not flight services contracts, the AQD does not perform any acquisition service. End Product contracts are administered from the state office or BLM National Operations Center (Denver NOC) procurement units. All contracts with cost estimates greater than $100,000 are administered from the NOC.

Contracting officers, procurement specialists, and aviation managers at all levels must be aware of the requirements outlined within OPM-35.

Understanding the differences between end product contracts and flight service contracts is important in order to avoid placing the Department with operational control when it is not appropriate. Attempting to exert any influence on certain aspects of the operation conducted under an end product contract exposes the Department to risks that would be appropriately managed under a flight services contract.

These contracts will be conducted in accordance with *OPM-35. OPM-35* aids in determining whether an operation is being conducted as either "end-product" or "flight service" and supplements existing DOI policy regarding End Product contracts found in *353 DM 1.2A (3)*. If the provisions of *353 DM 1.2A (3)* and *OPM-35* are met, the aircraft (including UAS) will be operating as a civil aircraft and the aviation management principles normally required for aircraft under BLM operational control do not apply.

3.9.1 End Product Contract Specifications

Specifications in the contract must only describe the desired quantity or quality of the service or contracted end-result. BLM contracting officers and resource specialists must consult with BLM aviation managers if the acceptable language guidelines do not address a specific project requirement or the contract solicitation does not follow the guidelines in *OPM-35*. State End Product contracts where contractors could conceivably utilize aircraft (including UAS) must be reviewed by the BLM SAM prior to solicitation to ensure that specifications and language do not unintentionally imply or determine aircraft operation control. Bureau-wide End Product Contracts (i.e. Wild Horse & Burro) must be reviewed by the BLM National Aviation Office prior to solicitation. Reference *FA-IB-2015-021*

The following list describes acceptable contract language for BLM End Product Contracts.

- No contract language describing aircraft (including UAS) or pilot capabilities, standards, requirements or aircraft specific payment provisions.
- The area of work should be described in terms of: scale of area, general topography, elevation, slope, vegetation, and accessibility by roads or off-road vehicles, land use restrictions for mechanized equipment, etc.
- Aviation Regulations - Acceptable Language: “The Contractor must comply with all applicable federal, state and local regulations and appropriate land use permitting procedures applicable to their operations.”
- Airspace Coordination – In areas of military airspace it is acceptable to describe any BLM coordination agreements with military airspace scheduling or range control authorities and that it is the contractors’ responsibility to coordinate their activities with the scheduling office or Range Control. Close coordination is necessary to ensure compliance with applicable airspace coordination agreements that states have with military authorities.
- Aircraft Equipment Specifications - Acceptable Language: Delete all reference to air-craft/equipment. Suggested example clause: “...Contractor is required to demonstrate to the government that the equipment can capture the imagery and/or data as specified in the project description.”
- Radio/Communication Requirements - Acceptable Language: “Contractor must provide a communication system so that contractor personnel engaged in the project at different locations can communicate at all times with each other, and so that government Project Inspectors may communicate with the contractor at any time to discuss performance matters.” (The government VHF-FM radio system may have to be described.)
- Application validation: Marking/GPS - Acceptable Language: “Application equipment will be capable of physically marking or electronically mapping application routes to ensure that seed/fertilizer is applied evenly and completely and at the specified rates.”
- Transporting, Passengers and Equipment - Acceptable Language: “Only approved contractor personnel, contractor equipment and government-provided equipment required for performance ... will be transported by contractor vehicles, trailers, animals or equipment.”
- Safety Hazards - Acceptable Language: “Any ground or aerial hazards that would pose a danger to Contractor’s personnel or operating equipment must be identified and mitigated by the Contractor prior to commencing operations”.
- Aircraft Use Reporting - Acceptable Language: Do not mention or require flight hour/aircraft usage reports.

3.9.2 End Product Project Management

Operational Control: During the performance of End Product contracts, DOI will not exercise operational control of the aircraft (including UAS) in any way. DOI will not direct the contractor as to flight profiles, flight following, landing areas (except for areas that are off limits due to land management restrictions), use of personal protective equipment, etc. DOI personnel assigned to administer End Product contracts will have no aviation management responsibility or authority. Any directions to the contractor must be in terms of the service or end-result being specified; e.g. desired imagery quality, number and disposition of animals surveyed, etc. It is acceptable to inform military airspace scheduling authorities or range control that the contractor plans on performing work during specified time periods and provide the military authorities the contractor contract information. DOI dispatchers will not perform the airspace scheduling service for the contractor. DOI personnel must not become involved in any way with aircraft ground operations such as take-off and landing areas, loading, fueling, etc. They can however, be on site for other support activities such as setting ground control, scale bars, etc. or collection of data for ground truthing to aid in the overall data collection aspects.

BLM Passengers or Aircrew: BLM personnel are not allowed to board any aircraft that is being provided by the contractor **during performance of the End Product contract**. BLM personnel must not become involved in any way with aircraft ground operations such as take-off and landing areas, loading, fueling, etc.

Aircraft Use Reporting: Since aircraft utilized by the contractor under DOI end product contracts are operating entirely within the applicable 14 CFR as a civil aircraft, and procurement is not through AQD, the Bureau will not submit any billing invoice to AQD in conjunction with End Product contracts. Any flight time incurred by the contractor will not be recorded or reported as DOI or Bureau aviation statistics.

Aircraft Incidents and Accidents: Although aircraft utilized by the contractor under End Product contracts are operating entirely within the applicable 14 CFR as a civil aircraft, mishaps should be reported in accordance with 49 CFR 830. To continue to promote aviation safety, the Bureau will report aviation incidents or accidents incurred by these contractors to OAS. These events should be noted in the Contract Daily Diary and reported through channels as normally required for End Product contracts.

Reconnaissance/Observation Flights: Before, during or after the performance of an End Product contract it may be necessary for Bureau employees to aerially survey or inspect the project area. When flights transporting DOI personnel are required, an AQD aviation "flight service" procurement (completely separate from the End Product contract) is required. Aircraft and pilots must have current OAS approvals for the intended mission and a current DOI contract or Aircraft Rental Agreement must be in place. When a DOI procurement is utilized all DOI and Bureau aviation management policy, procedures and requirements must be applied.

Operations within Military Airspace: If an "End Product" contract project using aircraft is being conducted within Military Airspace (MOA, RA, MTR) it is the responsibility of the contractor to coordinate with the Military Airspace Scheduling Office. DOI Contracting Officers and CORs should inform the contractor of any DOI agreements with the Military organizations regarding airspace. The Bureau may contact the Scheduling Office to alert them of the project and general time frames and provide contractor contact information.

3.10 BLM Supplemental Fire Aircraft Acquisition

When existing contracted aircraft cannot meet all demands, supplemental aircraft will be requested and acquired using the following procedures:

Fire Aircraft Needed Immediately for Initial Attack

- Obtain Bureau or cooperator aircraft from adjacent units under existing mutual aid agreements.
- Coordinate with BLM state office to obtain the BLM contracted aircraft from other locations within the state.
- Coordinate with the NAO to reassign BLM contracted aircraft from out of state.
- Hire On-Call/CWN aircraft available locally.

Fire Aircraft Needed to Fill Large Fire Orders: Aircraft will be obtained through normal dispatch procedures. The BLM exclusive use aircraft are primarily initial attack resources. Assignment of these aircraft to ongoing large fires will be the exception and require:

- Unit FMOs will consult with the appropriate SFMO.
- SFMOs will consult with NAO and/or the Division of Fire Operations.

Severity Fire Aircraft: Statewide needs will be met with existing aircraft within the state whenever possible. When state offices determine that supplemental aircraft are needed, they may submit a request for fire severity funding to the Fire and Aviation Directorate. Fire severity funding is the authorized use of suppression operations funds (normally used exclusively for suppression operations and distinct from preparedness funds) for extraordinary preparedness activities that are required due to an abnormal increase in fire potential or danger, or to fire seasons that either start earlier or last longer than planned in the fire management plan.

Specific direction is stated in Chapter 10 of the *Interagency Standards for Fire and Fire Aviation Operations*, which may be found at: http://www.nifc.gov/policies/pol_ref_redbook.html

- The NAO will consolidate and adjudicate all state office supplemental aircraft requests and determine the number/type/configuration and procurement method of aircraft. If there is a possibility to re-position a BLM aircraft from other areas, the NAO will coordinate the re-positioning of the aircraft. NAO then will make recommendations of severity funded aircraft needs to FA-300 Fire Operations, which makes final approvals of states' requests.
- Severity funding covers the following costs: aircraft mobilization, daily availability, per diem, proficiency/mission currency, rental vehicle, relief crew transportation, additional aviation management personnel base pay (non-fire personnel), travel and per diem.

National Preposition Funding: Units may request national preposition funding to acquire supplemental fire operations assets. National preposition funding may be used to mobilize resources when BLM units:
- Do not have available preparedness funding
- Do not have available short-term severity funding; or
- Do not meet the criteria for use of national severity funding

Approved national preposition funding may be used only for travel and per diem costs for the duration of the assignment, and overtime labor costs associated with the original move. The Preposition Request Process can be referenced at:
http://web.blm.gov/internal/fire/fire_ops/toolbox_preposition_process.htm

3.11 Cooperator Aircraft

Cooperator Aircraft are an affiliated, military, or other Government agency aircraft as defined in *350 DM 1 Definitions*

Cooperative aircraft operations and partnerships are encouraged for the purpose of efficiency and standardization in procedure. The NAO and the states shall make a concerted effort to establish cooperative structures to increase capability and avoid duplication and conflicting procedures.

Use of Cooperator aircraft and pilots; affiliate, state/local government, military, or other federal agency aircraft by BLM employees may require prior inspection and approval by OAS, usually in the form of a Letter of Authorization (LOA) and/or Memorandum of Understanding (MOU) (reference *351 DM 2.5.(3)*. Proposed use of these aircraft must be requested through the SAM to the NAO and include the following:
- Name of Cooperator agency and point of contact to include phone numbers and e-mail address if available.

- Requested aircraft make and model, pilot(s) name, and support equipment.
- Intended use.
- If reimbursement through IBC is contemplated, a copy of the document(s) authorizing the relationship (e.g., multi-agency agreement).
- The requesting bureau point-of-contact to include phone numbers and e-mail address if applicable.
- Period of need – single use, single year, or repetitive multiyear.
- Military Aircraft Use. (if applicable)
    - Coordinate with the appropriate OAS Regional Director to assist in a search for commercial resource availability.
    - Identify and locate military aircraft capable of meeting identified needs.
    - Initiate a written request for non-emergency use to the appropriate OAS Regional Director.
        - Requests shall include statements that clearly demonstrate that the requirement is in the national interest and indicates action taken toward obtaining commercial resources.
        - Military support specifically authorized by statute negates the requirement for a statement concerning national interest. The requesting agency must furnish a reference to the appropriate statute.

Any employee who is considering using or flying on a cooperator aircraft must consult their respective aviation manager to ensure approvals are in place. States are required to obtain necessary letters of authorization in advance of intended use (reference *351 DM 4*).

Annual Operating Plans or Interagency Agreements (IAA) specifies how re-imbursement for flight services is managed. Note: When using aircraft under USFS contracts reference *OPM-39*.

3.11 Cooperator Aircraft

Use of state/local government, military, or other federal agency aircraft by BLM employees will require prior inspection and approval by OAS unless the aircraft and pilot have already been approved. Proposed use of these aircraft must be requested through the SAM to the NAO.

BLM Wyoming annually requests cooperator approval for the following: Wyoming State Forestry Division's Type-3 IA helicopter and Wyoming Army National Guard's helicopter support. Other requests for cooperator aircraft approval will be handled on a case by case basis.

3.11.1 Non-Federally Approved Aircraft

Reference *Interagency Standards for Fire and Fire Aviation Operations,* Chapter 16 for protocols regarding utilization of non-federally approved aircraft in response to federal wildfire: http://www.nifc.gov/policies/pol_ref_redbook.html

3.12 Senior Executive Service (SES) Flights

An aircraft may be used to transport SES personnel to meetings, administrative activities, or training sessions when it is the most cost effective mode of transportation. Prior approval is required by the solicitor's office for employees above the GS/GM-15 level, members of their families, and all non-federal travelers on the flight. These flights are typically requested through

the SAM however some of the responsibilities may be delegated to UAMs (refer to applicable State Aviation Plan for specifics). DOI requirements and procedures are outlined in *OMB Circular A-126* and *OPM-07*. The OPM and OAS Forms may be found at the OAS document library: https://www.doi.gov/aviation/library

- Coordination with the State Aviation Manager prior to any SES flight activity is mandatory.
- All government aircraft use (including SES flights) must be requested and arranged at the local level (where the flight is to occur) utilizing a BLM Aircraft Flight Request 9400-1a (or equivalent).
- The SES flight requests require seven days advance notice.
- All mission flights (non point-to-point transportation), including the SES mission flights, will be approved by a local line manager. Special Use mission flights require the completion of a Project Aviation Safety Plan (PASP) and local line manager approval. Mission flights do not require prior approval from the DOI Solicitor's Office.
- All point-to-point SES transportation in government aircraft must be evaluated and approved by the Department of the Interior (DOI) Solicitor's Office.
- An AQD-91/Best Value Comparison Form is completed prior to using DOI contract aircraft (reference BLM *NAP 3.7*).

Reference BLM NAP Appendix 3 for SES Flight Scheduling Guide

3.13 BLM Law Enforcement Flights

The state and/or unit plan should describe all procedures related to BLM law enforcement aviation that occur at that level. Non-DOI contracted aircraft and personnel requires prior to use:

- A fiscal agreement for the exchange of funds (reference *351 DM 4* & *OPM-39*).
- Aircraft that are not approved by DOI-OAS or USFS (DEA, National Guard, etc.) will require a Letter of Authorization (LOA) for those missions not identified in current MOU's.

3.13.1 Wyoming BLM Law Enforcement Flights

- All BLM-WY State Office law enforcement flights will be coordinated through the WY SAM.
- All BLM-WY District level law enforcement flights will be coordinated through the District UAM.

3.14 Search and Rescue (SAR) Flights (see also BLM *NAP 3.71.1, 5.6, 5.12 & 5.16*)

The use of BLM aircraft and aviation personnel for SAR operations are not considered normally planned BLM operations. DOI policy (*900 DM 1.10* and BLM *H-1112-1.40.C*) and the *Federal Land Policy and Management Act* (43.U.S.C. 1742) provide authority to incur expenses and to take a temporary lead role in any SAR emergencies in which immediate and quick response can save lives. Request for BLM aircraft to respond to a SAR mission is coordinated through the UAM, FMO/Duty Officer/IC and the responsible Line Officer.

- Documentation of the request can be made on a BLM Flight Request 9400-1a (or equivalent) on a resource order or in WildCad or equivalent dispatch program.
- Sheriff's Office SAR: Request for BLM aircraft to assist is typically routed through BLM law enforcement officials to the responsible Line Officer. If a request for assistance is made directly to the Dispatch Center, the authority to dispatch BLM aircraft and personnel is at the District/Field Office Manager level.

- Notification to the Air Force Rescue Coordination Center and FAA of BLM aircraft response is required if the SAR involves a missing or downed aircraft (reference *Interagency Aviation Mishap Response Guide*).
- BLM Exclusive Use contracted aircraft should not be released from their contract for non-agency search and rescue operations. If the local unit deems that exigent circumstances exist, and they are unable to provide funding, the COR will work with the CO to facilitate release. The NAO program manager should be notified of any release from contract after the fact.

3.15 National Guard and United States Military Aircraft Flights

U.S. Military – Requests for U.S. military aircraft support is per agreement between Department of the Interior and Department of Defense. The National Interagency Coordination Center is authorized to coordinate for fire and large Incident activations. The Military Use Handbook describes procedures. Additionally, there are MOU's for non-fire and LE Counterdrug joint missions between DOI and DOD. Proposed use of these aircraft must be requested through the SAM. Refer to OAS website for current MOU's and corresponding IB's: https://www.doi.gov/aviation/library

National Guard – Each state typically has an agreement between the State and the National Guard for fire support resources. A request for National Guard aviation support is coordinated with the Geographic Area Coordination Center (reference *National* and *Geographic Area Mobilization Guides*, *Military Use Handbook*, and *OPM-41*). A Cooperator Letter of Approval is required be in place prior to utilizing National Guard aircraft for those missions not identified in current MOU's. Additionally, there are MOU's for non-fire and LE Counterdrug joint missions between DOI and DOD. Refer to OAS website for current MOU's and corresponding IB's: https://www.doi.gov/aviation/library. Proposed use of these aircraft must be coordinated through the SAM. Requests for approval for those missions not identified in current MOU's must be submitted through the SAM to the NAO.

3.16 Unmanned Aircraft Systems (UAS) Flights (see also BLM *NAP 5.29*)

Policy: BLM UAS operations will be conducted in accordance with the FAA *Small Unmanned Aircraft Rule* (*14 CFR, Part 107*) and DOI, *OPM-11*. UAS operations on incidents will be conducted in accordance with the *Interagency NWCG Standards for Fire Unmanned Aircraft Systems Guide*.*Operations (PMS 515)*.

- UAS Remote Pilots will possess a DOI Remote Pilot card (OAS-30U) and an FAA Remote Pilot certificate. DOI Remote Pilots are required to maintain their FAA Remote Pilot certificate as required by FAA.
- Agency owned UAS will be certified by OAS and have a current UAS Data Card (OAS 36-U). Annual inspections are required. Refer to *OPM-11*.
- UAS flights will have an airspace authorization (FAA part 107, DOI/FAA MOA, COA, or SGI). Refer to *OPM-11*.
- A signed and approved UAS Operations Plan (PASP or equivalent) is required for all non-incident UAS operations. For UAS missions occurring on a routine basis, the required PASP can be rolled into a station/unit aviation plan (i.e. flight by notification) that is reviewed at least annually (*OPM-06*).
- All UAS flights will be recorded and submitted on an OAS-2U form.
- Personally owned modelUAS aircraft are not be used for agency purposes. Agency employees are not authorized to purchase UAS with federal funds or utilize personally owned UAS for agency purposes.

- Additional information: BLM UAS Website or Interagency Fire UAS Website

Presidential Memorandum, February 15, 2015, *Promoting Economic Competitiveness While Safeguarding Privacy, Civil Rights, and Civil Liberties in Domestic Use of Unmanned Aircraft Systems* require that:

- Data not essential to the mission of the BLM should be destroyed within 180 days.
- UAS will only be used to collect data consistent with the authorized mission of the BLM. Any data-sharing agreements or policies, data use policies, and record management policies applicable to UAS shall conform to applicable laws, regulations, and policies.
- UAS collected information can only be shared outside of BLM if it helps to meet the authorized mission of this agency.
- It is prohibited to use UAS to collect, use, retain, or disseminate data in any manner that would violate the First Amendment or in any manner that would discriminate against persons based upon their ethnicity, race, gender, national origin, religion, sexual orientation, or gender identity.
- Program evaluations, per *NAP 4.5.3*, will include review of the unit's compliance with UAS policies and regulations.

UAS Training

- UAS Basic Remote Pilot (IAT, A450) is required for all UAS remote pilots. An FAA Remote Pilot certificate is a pre-requisite for this training.
- Incident Operations require successful completion of S-373, UAS Incident Operations. (S-373)..
- Training Links:
    - BLM A-450 (Basic Remote Pilot)
    - S-373, UAS Incident Operations

    - BLM A-450 (Basic Remote Pilot)
    - S-373, UAS Incident Operations

UAS Purchase – UAS purchase requests are routed to the UAS Program Manager via the SAMs. State leadership should be notified of UAS purchases. The Program Manager will consolidate all requests and forward them to the OAS fleet manager via the Division Chief, Aviation. Purchase requests shall be documented and approved with the OAS-13U form and OAS 93U forms and forwarded to the UAS Program Manager by the SAM.

Recreational UAS Flights: BLM has no national restrictions for flying UAS for hobby or recreational purposes on public lands. People operating UAS for hobby/recreational purposes do not need permission from the FAA or BLM to fly on public lands as long as they comply with the FAA Special Rule for Model AircraftFAA policy and don't interfere with official government business or emergency operations such as wildfire management. Additional state/local office guidance may apply.

Non-Recreational (Commercial) UAS Flights: FAA policy states there are three ways to fly a UAS for work, business, or non-recreational reasons:

- Follow the requirements in the Small UAS rule (Part 107)
- Follow the rules in your Section 333 grant of exemption
- Obtain an airworthiness certificate for the aircraft
- Conduct flights in accordance with FAA policy.
- **Additional state/local office guidance may apply**

Incident Flights: Flights conducted on incidents will be conducted in accordance with:

- 14 CFR Part 107
- FAA Policy
- OPM-11
- *Interagency Fire Unmanned Aircraft Systems Operations GuideNWCG*
- *Standards for Fire UAS Operations (PMS 515)*
- *Interagency Standards for Fire and Fire Aviation Operations*

Cooperator Agency UAS Project Coordination:

- Any other federal agency operating UAS within BLM jurisdiction will coordinate with the Line Officer and UAM prior to the commencement of UAS flight operations.

UAS Mishaps and SAFECOMS

- UAS mishaps must be reported as per DOI policy. Refer to BLM NAP 4.5.2.
- Cooperator UAS mishaps on BLM jurisdiction will be reported to the Local UAM and the program manager. DOI mishap reporting policies also apply.

3.17 Dispatching BLM Aircraft - Flight Requests

All flights will be arranged by aviation dispatchers and/or appropriate aviation manager with the exception of:

- Flights with a scheduled air carrier on a seat fare basis (Part 121 or 135 scheduled flights open to the general public on a ticket sale basis). Seat fare is defined as the cost for a DOI employee to occupy one seat between two different airports/heliports when the aircraft is not under the exclusive control of the DOI. It does not include any charter or on-demand operation.
- Transactions to acquire an End Product contract.

All BLM flights must:

- Be approved at the appropriate management level.
- Be authorized and documented **prior** to takeoff.
- Use approved pilots and aircraft as directed by the DMs.
- Allow only authorized passengers.
- All passengers shall be given a preflight safety briefing by the pilot or qualified aircrew member as per *351 DM 1.5.B*.
- For all flights utilizing DOI contract aircraft, the ordering official/user must assure that there is an Interagency Agreement in place with AQD that includes approved funding for the flight (reference *NAP 3.7*).

The BLM standard format for aviation operations is Degrees and Decimal Minutes (DDD° MM.MMM'). Reference BLM *NAP Appendix 3* for additional details. Utilization of the correct format must be discussed between dispatch and the flight crew to assure accurate navigation.

- Note: The format for the US NOTAM OFFICE for Temporary Flight Restrictions issued by the FAA and in ROSS will be in a Degree, Minutes and Seconds, input with NO punctuation (ddmmssN/dddmmssW).

A BLM Aircraft Flight Request 9400-1a (or equivalent) is required to be completed for all non-fire flights that do not require a PASP (reference BLM *NAP 4.3.2*). The 9400-1a Form (Aircraft Flight Request/Schedule) can be accessed at: https://www.nifc.gov/aviation/av_BLMadmin.html

The UAM must review the 9400-1a (or equivalent) Flight Request and obtain approval by appropriate level of authority as determined by the Unit's Line Management and documented in the Unit Aviation Plan.

3.17.1 Categories of Flight with specific procedures regarding Flight Requests:

Life Threatening Emergency Flight Requests (See also BLM *NAP 3.14, 5.6 & 5.16*)

- Requests for aircraft to meet life threatening emergency needs should be filled with the closest available aircraft with the appropriate capability for the mission.
- Normal protocols associated with ordering/hiring of aircraft can be addressed as time allows after the initial response.
- Local Line Officers are responsible for all aviation activities within their jurisdiction. The response to a life threatening emergency must be coordinated with the UAM, FMO/Duty Officer and Line Officer.

Non-Fire Point to Point Flight Requests (see *NAP 5.7* Categories of Flight)

- Prior to hiring or arranging for the flight: Complete a cost analysis comparing costs of using a chartered or government owned aircraft versus commercial airline or driving, time frame requirements, other associated costs. An example Travel Cost Analysis Form (OAS-110) is located at: https://www.doi.gov/aviation/library/opm
- Prior to flight: 9400-1a (or equivalent) is completed. UAM reviews and appropriate approval obtained (state or local unit determination).
- AQD-91 and Best Value Comparison forms are not required for exclusive use aircraft but are required when comparing rentals to fleet, etc. (reference BLM *NAP 3.7*).
- Flight Manager designated when required (reference *National Interagency Mobilization Guide* Chapter 20, BLM *NAP 2.6*, for specific responsibilities).
- Resource tracking method determined (reference *National and Geographic Mobilization Guide* for details).

Non-Fire Special Use Flight Requests (see *NAP 5.7* Categories of Flight)

- Lead time for flight request, IAA & Task Order issuance, as described in Unit Aviation Plan.
- UAM to assess project/mission complexity; determine whether a PASP is required (reference BLM *NAP 4.3.2*).
- 9400-1a (or equivalent) is approved by the appropriate level of authority for low complexity one time types of missions.
- If a PASP is required (reference BLM *NAP 4.3.2*), a 9400-1a Form may be used for dispatch office internal flight tracking purposes.
- AQD-91/Best Value Comparison Form is not required for exclusive use aircraft but is required when comparing rentals to fleet, etc. (reference BLM *NAP 3.7*).

Fire Point to Point and Fire Training Flight Requests (BLM Operational Control)

- Dispatch office receives a request, completes a resource order per dispatch procedures.
- UAM/Dispatch assures the front page of a 9400-1a Flight Request/Schedule or equivalent Aircraft Flight Strip (per Dispatch SOP) completed.
- The BLM Fire IAA # is used, and the DOI Fire contract Task Order # for the hired vendor is used.
- Flight Manager designated when required (reference *National Interagency Mobilization Guide* Chapter 20, BLM *NAP 2.6*, for specific responsibilities).
- Resource tracking method determined (reference National and Geographic Mobilization Guides for details).
- Training: Fire training flight requests are made by the supervisor/manager (Helitack, SEAT, and Aerial Supervision) to the FMO, duty officer, UAM and coordinated with the aircraft dispatcher.

- Contractor directed training flights are coordinated with the PI, airbase manager, or UAM. These flights are the responsibility of the contractor. The Dispatcher/UAM is responsible for conducting and documenting a cost comparison and Contractor selection rationale prior to hiring aircraft. (Reference BLM *NAP 3.2* for documentation retention)

Fire Operations Flight Requests

- Requests come from:
  - Incident commander (IC) or designated incident personnel (i.e., AOBD, ASGS, ATGS/ATS).
  - FMO or duty officer.
  - Per unit dispatching plan.
- Initial Attack aircraft requests can be documented on a Resource Order and/or Aircraft Dispatch form.
- Initial Attack aircraft requests should be ordered on a Resource Order via ROSS and/or Aircraft Dispatch Form. Generating and awaiting a Resource Order should not be allowed to affect the response time for an initial attack mobilization within the host Geographic Area or with neighborhood agreements across Geographic Area boundaries through established dispatch ordering channels. Resource orders through ROSS can be provided after mobilization has occurred for initial attack. BLM Initial Attack aircraft may be launched to new incidents with just the location, bearing, distance and flight following frequency. All other pertinent information will be provided to aircrews while en route to include:
  i. Destination latitude – longitude coordinates (Degrees and Decimal Minutes (DDD º MM.MMM')
  ii. Radio frequencies - air to air/air to ground/flight following
  iii. Incident name/contact (if any)
  iv. Airspace hazards and dispatch boundary concerns
  v. Other aircraft on scene or en route
- The Dispatcher/UAM is responsible for conducting and documenting a cost comparison and Contractor selection rationale prior to hiring aircraft. (Reference BLM *NAP 3.2* for documentation retention)
- The BLM Fire IAA # is used, and the DOI Fire contract Task Order # is used.

3.18 Aircraft Use Payment Systems

Aviation Information Report Support (AIRS): AIRS is an IBC web based system utilized by vendors for generating and processing flight use invoices.

- BLM-AK currently renders payment to non-fire vendors via the BLM-AK Pilot Project.

AIRS training - https://www.doi.gov/aviation/aviation-information-report-support-airs-help-video
AIRS Help Desk - Email: AIRS_access@ibc.doi.gov Phone: (208) 433-5010

Internet Payment Platform (IPP): The Internet Payment Platform (IPP) is a comprehensive electronic invoicing and payment information service made available to all Federal agencies and their suppliers by the U.S. Department of the Treasury's Financial Management Service (FMS). IPP centralizes transaction processing in the order-to-payment notification cycle, including purchase orders, invoices and payments: https://www.ipp.gov/

Aircraft Use Report Manager (AURM): The AURM is used within DOI for government owned "Fleet" aircraft billing to create aircraft use report data files which are emailed to **OASfleetmanager@ios.doi.gov** for uploading into the FBMS system. OAS Technical Services has also developed a "next generation" Aircraft Use Report Manager application for iPads.

Forest Service Aviation Business System (ABS): Flight time, daily availability, and other authorized charges or deductions shall be recorded on a Flight Use Report in ABS for all USFS contracted aircraft. The data shall be entered and reviewed by the government and the contractor's representative. BLM employees (including BLM AD employees) that are flight or aircraft managers with responsibility to input flight use data into the USFS ABS will need to register with the USFS ABS program. ABS can be found at: http://www.fs.fed.us/business/abs

3.19 Coding for Flight Use Reports

Documentation of all non-fleet flight services is accomplished on an AMD-23E Aircraft Use Report form, which is then entered by the vendor into AIRS. The hard copy form acts as the 'Field Receiving Report' which provides evidence that the flight information is accurate. Until further notice, AIRS will be the Government's "Electronic Receiving Report", which supports Contractor payments that are invoiced and paid through IPP.

BLM SAMs serve as the COR for exclusive use contract aircraft in their state. As such, they are responsible for ensuring that designated alternate CORs and aircraft managers are informed of all coding requirements and that flight invoices are properly completed. BLM pilots, in coordination with the SAM, are similarly responsible for proper flight invoice coding for fleet aircraft.

The following business rules apply to all BLM contracted aircraft:

3.19.1 Task "Order" Number:

The contract number to be identified on the AMD-23/23E forms is the appropriate **order number** that was issued by the CO for the applicable contract.

- Reference https://www.doi.gov/aviation/aqd for On-Call Fire Suppression Task Order Numbers for specific type of contract being utilized.

3.19.2 Billee Code:

Billee Codes are a required field, for payment by AQD, on the AMD-23E. The Billee Code is a good method to query reports in FBMS and should continue to be utilized for that purpose.

- For Exclusive Use contract aircraft, the "Home Unit" Billee Code will be used regardless of the operating location for all Pay Item codes when utilizing a BLM Task Order number.

3.19.3 Charge Codes:

New direction now allows for simplified coding for aircraft costs associated with suppression related charges and Fire Exclusive Use Availability. The following outlines new procedures for inputting financial coding on the AMD-23 form.

BLM Nationally Funded SEAT's: Separate guidance will be provided annually to address coding for nationally funded SEATs.

BLM Fire Exclusive Use contracted aircraft:

Availability during MAP:

- FA540 – This is the financial code for entry in the "Charge Code" section of the AMD-23 for EU Availability only.
  - Do not use "FA-540" for anything other than "AV" during the exclusive use mandatory availability period.

Availability during Contract Extension:

- Appropriate four-digit only "Fire Code" (suppression/severity/GACC support code) or;
- Entire (Cost Center, Functional Area and WBS) cost string if utilizing Preparedness (LF100), Pre-Positioning (LF561) or other Non-Fire funds.

All other pay item codes (FT, SM, PD, EP, ET, SC, etc.):

- Appropriate four-digit only "Fire Code" (suppression/severity/GACC support code) or;

Entire (Cost Center, Functional Area and WBS) cost string if utilizing Preparedness (LF100), Pre-Positioning (LF561) or other Non-Fire funds.

BLM hired On Call/CWN/ARA fire aircraft:

Availability:

- Appropriate four-digit only "Fire Code" (suppression/severity/GACC support code) or;
- Entire (Cost Center, Functional Area and WBS) cost string if utilizing Preparedness (LF100), Pre-Positioning (LF561) or other Non-Fire funds.

All other pay item codes (FT, SM, PD, EP, ET, SC, etc.):

- Appropriate four-digit only "Fire Code" (suppression/severity/GACC support code) or;
- Entire (Cost Center, Functional Area and WBS) cost string if utilizing Preparedness (LF100), Pre-Positioning (LF561) or other Non-Fire funds.

BLM hired On Call/CWN/ARA non-fire aircraft:

- Entire (Cost Center, Functional Area and WBS) cost string for all charges.
- Additional guidance specific to utilizing non-fire aircraft is referenced in *BLM NAP 3.7.1, 3.7.2, 3.8.3, 3.8.4 and 3.17.1*

3.19.4 Mission Use Codes

Mission Codes apply only to AMD-23E line entries for flight time. (For all non flight time entries AQD will input a default mission codes and are not required to be filled out by either the aircraft manager or the pilot) Each specific type of flight will have the unique mission use code recorded. Example: A helicopter flies a total of 2.1 hours, but does 1.1 hours of bucket work; 0.5 hours initial attack delivery of firefighters, and 0.5 hours of recon. Each type of flight will be shown on its own line entry with the specific mission use codes.

3.20 FEPP

Reserved

3.21 FBMS

All BLM financial activities are managed through the DOI FBMS program. All fire retardant expenditures (Full service contract and bulk purchase) are entered into FBMS by the district or state level designated officials (reference state and unit aviation plans).

End of Year financial procedures are announced via the departmental and Bureau instruction memorandum (IM) system.

3.22 Aviation Program Reviews

Details about aviation program evaluations and fire preparedness reviews are described in BLM *NAP* 4.5.3.

3.23 New Program Requests

New program requests involving aerial assets, not already approved by BLM, must be routed through the State Director to the Division Chief, Aviation for approval. Upon NAO approval, new program requests will be forwarded for consideration of approval to the Associate Director, OAS. This request shall include a copy of the NAO approval, and a proposed Operations Plan (reference *NAP Appendix 11; BLM Aviation Enhancement Application Form*).. New Program Request Form is available on the NAO website.

4.0 Aviation Safety Management Systems

4.1 General

The BLM Aviation Safety program is modeled after the aviation industry and FAA Safety Management Systems (SMS). Each BLM employee and contractor involved with aviation has the responsibility to plan missions thoroughly, conduct missions with a conservative attitude, and respect for the aircraft and environment in which the missions operate. The intent is to improve the aviation culture by increasing hazard identification, reduce risk taking behavior, learn from mistakes, and correct procedures before a mishap occurs rather than after the accident.

The BLM NAO Aviation Safety & Training Advisor is the focal point for the BLM national level program. SAM's are the focal point for state aviation programs, and the unit aviation manager (UAM) is the focal point for district/field office aviation program.

4.2 Safety Management Systems (SMS)

SMS serves to structure the BLM existing safety initiatives and provides a review process for how well those initiatives function. SMS is not a safety program; rather it is a system which organizes existing safety processes around the concept of system safety and the four pillars (Policy, Risk Management, Safety Assurance and Safety Promotion). SMS incorporates a proactive approach using hazard identification and risk management to achieve accident prevention. Additional information regarding SMS is available at the Lessons Learned website: http://www.wildfirelessons.net/Home/

4.2 WRBBD SMS

The interagency safety management program was developed to instill proactive communication and workforce continuity throughout an organization. The program is designed to develop a sense of positive control through accountability to ensure the effectiveness and integrity of the operational management into all aspects of an aviation program. The safety management system fundamental components consist of policy, risk management, assurance, and promotion, which serve as mechanism to organize existing concepts and processes in aviation safety

4.3 Policy

SMS is a critical element of management responsibility in determining the agency's safety policy and SMS also defines how the agency intends to manage safety as an organizational core function.

- Policy guides aviation safety doctrine, philosophy, principles and practices.
- Policy provides framework for aviation plans (reference BLM *NAP 3.3*).
- Policy assists in the development of local standard operating procedures.
- Policy will foster and promote doctrinal principles and safety management systems within the states.

Aviation management policies describe; authorities, responsibilities, acceptable operating practices, and administrative procedures. These directives provide the structure for the SMS to effectively function. Safety is a product of effective policy and management processes. All aviation safety standards and policy requirements identified in the BLM *NAP 1.6* must be followed.

4.3.1 Aviation Life Support Equipment (ALSE)

All personnel engaged in aviation activities must wear appropriate Personal Protective Equipment (PPE), depending on the mission (reference *NAP 5.4* and *350 DM 1.2.C* regarding flights on foreign aircraft in foreign countries). Requirements are listed in *351 DM 1.7* and outlined in the *ALSE Handbook* and mission specific guides and handbooks. Reference BLM *NAP 5.22* and *5.27.1* for additional PPE requirements utilized for helicopter operations and low level (less than 500' AGL) fixed-wing flight operations. Any questions concerning the requirements and procedures for obtaining PPE are directed to the local aviation manager. Project leaders must ensure that appropriate and adequate ALSE, including PPE, is available and worn by individuals. If required ALSE is not available, all flights will be canceled or postponed.

4.3.2 Project Aviation Safety Planning (PASP)

Accident prevention is paramount when planning individual aviation projects. Flights may not deviate from Department and Bureau policy and procedures, except for safety of flight considerations. A PASP is required for non-fire Special Use projects. A 9400-1a (or equivalent) may be completed in lieu of the PASP for a low complexity/one-time non-fire mission flights. The PASP or 9400-1a must be reviewed by the UAM and approved by the appropriate level of authority per the state/unit aviation plan. Managers must be briefed by the UAM prior to their approval of the plan.

- PASP's that have a final risk assessment of high will require a SAM review prior to line manager approval.
- A courtesy copy of all PASP's will be routed to the SAM prior to implementation.

Projects/flights that occur periodically over a season or fiscal year can have one PASP prepared and approved. In this situation a 9400-1a (or equivalent) will be required for each periodic flight. The 9400-1a approval level would be at the UAM level with a courtesy notification to the SAM.

For projects/flights that are conducted by a units' aviation operations group (helitack, aerial supervision, smokejumpers, UAS); if the project/flight is typical and routine to the operational group with mission risk assessment documented in the groups' annual operations plan and the state and unit plan allows; then the project/flight can be conducted, without a specific PASP, after completion of 9400-1a documentation.

- "PASPs developed for reoccurring projects will be reviewed, updated and signed within the past 12each year (not to exceed12 months as per required elements of a PASP.).
- Routine, time critical UAS flights may utilize the Flight by Notification in lieu of completing an entire new PASP if the mission falls within the overarching/blanket PASP identified within the Unit Aviation Plan. (Reference BLM *NAP 5.29*)

Required elements of a PASP include:

- Project name/Objectives/Supervision
- Justification
- Project date and location
- Projected cost of aviation resources and funding code(s)
- Desired aircraft, make/model, pilot skills (Included if available and/or specific N# and pilot to be noted on 9400-1a)
- Communication Plan, Flight following and emergency search and rescue
- Flight routes/areas and altitudes
- Hazard identification (e.g., weather, takeoff or landing weights, landing areas, wire hazards, etc.)

- Wire Strike Prevention (352DM 1.9 D)
  - Flight Environment Considerations: Bureau projects often dictate that flights be conducted in close proximity to the ground where wires are prevalent
  - Risk Assessment/Hazard Maps: To reduce wire strike potential, it is critical that a risk assessment be conducted prior to all low level flights. A low level flight hazard map must be constructed for the local operational area. All preplanned low level flights require a thorough map reconnaissance of the route to be flown
- Description of take-off and landing areas
- Pre-flight briefings/After Action Reviews
- Participants: List individuals involved in flights, their qualifications (HMGB, Aircrew Member, Passenger, etc.) dates of last aviation training and include individual's project responsibilities
- Aircraft and equipment approval
- Airspace Coordination and Aerial hazard identification
- Risk assessment utilizing the SMS worksheets as appropriate
- Personal protective clothing/equipment (if required)
- Load calculations and/or weight and balance information requirements
- Unit Aviation Managers review and signature (withinnot to exceed 12 months if reoccurring project)
- Project Lead Supervisor's and line officer's approval signature (withinnot to exceed 12 months if reoccurring project).) See NAP 6.2 for Management Responsibilities and training requirements.
-

A good resource for aviation project planning can be found in the *IHOGNSHO* Chapter 3. Personnel needing assistance with mission flight or project planning requirements should contact their unit/state aviation manager. Risk assessments of the relevant project hazards can utilize maps, aerial photos, Google Earth photos, and SkyVector.com maps to help identify and map out where the hazards are located. Particular attention in the risk assessment is essential when determining how to mitigate the risk by reducing exposure to hazards in: flight profiles, method of operations, external load operations, winter weather, and high/hot/heavy operations.

4.3.2 Project Aviation Safety Plans (PASPs)

All non-fire aviation projects require project planning prior to implementation. The level of planning and approval depends on complexity, scale of the project, and level of risk.

PASPs are to be reviewed and approved by a Line Officer (DM, FM, or acting). The DM may delegate approval, as described in the Unit Aviation Plan, of low complexity projects to the UAM or other designated position.

- PASPs will include the following information (refer to OPM-6):
  - Project name/Objectives/Supervision
  - Justification
  - Project date and location
  - Projected cost of aviation resources if available
  - Desired aircraft, make/model, pilot skills (Included if available and/or specific N# and pilot to be noted on 9400-1A)
  - Communication Plan, Flight following and emergency search and rescue
  - Flight routes/areas and altitudes
  - Aerial hazard identification map

- Description of take-off and landing areas
- Pre-flight briefings/After Action Reviews
- Participants: List individuals involved in flights, their qualifications (HMGB, Aircrew Member, Passenger, etc.) and responsibilities for the mission as well as the date their qualification expires. The participants Supervisor must also be listed and their qualification of Supervisor/Line Officer expiration date must be listed.
- Airspace Coordination/De-confliction
- Risk assessment utilizing the SMS worksheets as appropriate. The table showing the approving authority that corresponds to the assessed risk level must also be included.
- Personal protective clothing/equipment (if required)
- Load calculations and/or weight and balance information requirements
- Unit Aviation Managers review and signature (within 12 months if reoccurring project)
- Project Lead Supervisor's and line officer's approval signature page (annually if reoccurring project)

Project area maps can be completed utilizing ArcMap with an Aeronautical Sectional Chart background or using Google Earth with overlay of the Project area. This will assist the identification of hazards and planning of logistics.

All PASPs shall be completed in BLM-Wyoming standard format following the outline above, to include Aerial Ignition projects.

PASPs and Risk Assessments will be reviewed and approved before implementation at the appropriate level based on the final risk level of the SMS Risk Assessment and Mitigation Worksheet.

Final Risk Level	Review Level Required	Approval Level Required
Low	State Aviation Manger	UAM
Medium	State Aviation Manager	District/Field Office Manager
Serious	State Aviation Manager	District Manager
High	State Aviation Manager	State Director

A courtesy copy of all approved PASPs will be forwarded to the State Aviation Manager prior to project implementation.

4.3.3 Aircraft Accident Investigation Process

The National Transportation Safety Board (NTSB) has the responsibility to investigate all aviation accidents except for military (49 CFR Parts 830 and 831, Public Law 106-181, and Federal Management Regulation 102-33.185). OAS Chief of Aviation Safety is typically invited by the NTSB to be a party to the investigation. NTSB is still the controlling authority. Policy, including responsibilities and procedures concerning DOI aircraft mishaps are contained in *352 DM 3*. Two Bureau positions may be established to assist the DOI Investigation Team: 1) as a selected member of the investigation team working directly for the OAS Safety Investigator-In-Charge (IIC), or 2) as the Bureau-designated on-site liaison to coordinate with the OAS Safety Investigator-In-Charge. NOTE: In many cases, the Bureau will provide only one representative to the investigation team and that individual will perform only as a liaison, or as both a team member and a liaison. OAS Chief of Aviation Safety, as the Departments representative to the NTSB, will determine who will participate. The NTSB IIC will then either accept or deny the individuals proposed by the Chief, or OAS IIC.

The BLM investigation team member:

- Must be requested by OAS to be an investigation team member.
- Will be appointed by the BLM Aviation Division Chief.
- Will normally be BLM NAO staff members or SAM.
- Must not have a personal interest in the mishap.
- Will work directly with the OAS Safety Investigator-In-Charge (IIC).
- Is bound by confidentiality regarding all aspects of the investigation and preliminary findings and conclusions.
- Will at no time express opinions of their own or recite opinions of others on the team.

The BLM Liaison:

- Will be appointed by the BLM Aviation Division Chief (FA-500).
- Will provide on-site coordination and support to the OAS Safety IIC for personnel, resources, transportation, office space, communications, etc.
- Will coordinate and facilitate in and out-briefings with local BLM management.
- Will serve as liaison between the investigation team and local BLM management, BLM specialists and/or incident management team.
- Will provide the IIC with technical expertise and Bureau organizational information.
- Will make arrangements for interviews, site visits, document review, etc.
- Will **not** conduct interviews or investigative actions unless requested by the IIC.
- Will be bound by confidentiality regarding all aspects of the investigation and preliminary findings and conclusions.
- Will at no time express opinions of their own or recite opinions of others on the team
- Must not have a personal interest in the mishap.

4.4 Risk Management

Risk management enables personnel at all levels to do exactly what the term implies: manage risks. The process of risk management applies to programs and operational missions. The risk management process is designed to mitigate risk to acceptable levels by the identification, assessment, and prioritization of risks followed by coordinated application of resources to minimize, monitor, and control the probability and/or impact of unfortunate events.

These basic decision making principles must be applied before any anticipated job, tasks, or mission is performed:

- **Accept no unnecessary risk:** Unnecessary risk does not contribute to the safe accomplishment of a task or mission. The most logical choices for accomplishing a mission are those that meet all the mission requirements while exposing personnel and resources to the lowest possible risk.
- **Make risk decisions at the appropriate level:** Making risk decisions at the appropriate level establishes clear accountability. Those accountable for the success or failure of a mission must be included in the risk decision process. Supervisors at all levels must ensure subordinates know how much risk they can accept and when they must elevate the decision to a higher level.
- **Accept risk when benefit outweighs cost:** Weighing risks against opportunities and benefits helps to maximize unit capability. Even high-risk endeavors may be undertaken when there is clear knowledge that the sum of the benefits exceeds the sum of the potential costs.

- **Integrate risk management into planning and execution at all levels:** To effectively apply risk management, leaders at all levels must dedicate time and resources to incorporate risk management principles into the planning and execution phases of all operations. Integrating risk management into planning as early as possible provides the decision maker with the greatest opportunity to apply risk management principles.

Risk assessment can be divided into three levels:

- **Time Critical:** This method is an "on-the-run" mental or verbal review of the situation using the risk management process without necessarily recording the information. The process is used to consider risk while making decisions in a time limited situation. Rapid risk assessment requires effective training of personnel, effective operational practices and a thorough understanding of objectives of the mission.
    - Note that "time critical" does not mean "hasty" or "uninformed."
- **Deliberate:** This type is used when planning time permits. It involves systematic risk identification, risk assessment/analysis, consideration of control options and risk decision making, implementation of controls, and supervision. Note that all of these may be applied to time critical risk management; however, the time frame in which the rapid examination is performed is extremely compressed by the urgency of the situation. This will involve documentation of the process and actions.
- **Strategic:** Strategic Risk management is conducted at the highest levels of the organization and is typically applied to multiple systems type complexity and requires professional reviews. This method should be used in instances where new technology, change, or development of new programs or activities. It involves an analysis of cost/benefit of mitigations. The strategic process produces a more permanent record of findings and decisions used for long term planning, organizational decision-making and as authoritative training resources.

Risk Management Process: The process by which risk is managed is ongoing throughout the mission. It starts in the planning stage, continues to the approval and scheduling phase, is evaluated and adapted during the execution phase and is analyzed and collected as lessons learned in the post flight phase.

- **Identify Hazards:** The first step in risk management is to identify hazards. The hazards are the potential sources of danger that could be encountered while performing a task or mission. Hazards include, **but are not limited to**, weather, time of flight, terrain, equipment, training, and proficiency level of personnel.
- **Assess Hazards:** Hazard or risk assessment is part of the risk management process. Risk assessment can range from simple to complex but must be detailed. The process of assessing hazard causes personnel to analyze the degree of risk associated with each threat, and place these in perspective relative to the objectives of the mission and organization.
- **Develop Controls/Make Risk Decisions:** Starting with the highest threat, identify the risk control options that reduce exposure to the threats for all of those identified in the previous steps that exceed an acceptable level of risk.
- **Implement Controls/Execute and Monitor:** Implement the plan and ensure that the risk controls are known by all and are utilized. Ensure that people know and do what is expected of them. A high level of risk that cannot be effectively controlled should be reported to the person supervising the operation. Continually evaluate the effectiveness of the controls and ensure that the risk remains in balance with the benefits.
- **Supervise and Evaluate:** Note any changes to the operation, equipment, environment, and/or people and how they may affect your plan. It is important to remember that risk

management is a continuous process! Adjust to changes in the situation in real time by remaining vigilant and maintaining your situation awareness to identify unexpected as well as planned threats. Track your progress by taking note of intermediate accomplishments that will denote and add up to the completion of your objective. Additionally, after action reviews are a good way to assure that the supervision and monitoring of the mission are effective and that lessons learned are captured for the future.

Risk Assessment Tools: As discussed previously, the second step of risk management is assessment of the threats/hazards. There are several tools that may be used to document the risk involved in the operation. A good source for a variety of risk assessment tools can be found in the *NSHO* Chapter 3: and https://www.nifc.gov/aviation/av_BLMsafety.html

The Aviation Risk Management Workbook as well as several completed aviation assessment are located at the BLM Aviation Safety website: https://www.nifc.gov/aviation/av_BLMsafety.html

4.5 Assurance

The safety assurance component involves processes for quality control, mishap investigation, and program reviews. Assurance emphasizes:

- Continuous monitoring and evaluation
- Standards for evaluations
- Internal/external audits and evaluations
- Investigations
- Emergency preparedness and response
- Reporting and feedback

Quality assurance (QA) techniques can be used to provide a structured process for achieving objectives. Currently BLM efforts have shifted with more emphasis being placed on the assurance pillar which consists of annual review of BLM contracted aviation resources during the field season.

4.5.1 Aviation Safety and Technical Assistance Team (ASTAT)

During high levels of aviation activity, it is advisable to request an Aviation Safety and Technical Assistance Team (ASTAT). An ASTAT's purpose is to enhance risk management, efficiency, effectiveness and provide technical assistance while reviewing aviation operations. If an ASTAT cannot be filled internally, the request may be placed with NICC through established ordering channels using individual overhead requests. An ASTAT should operate under a Delegation of Authority from the appropriate State/Regional Aviation Manager(s) or Multi Agency Coordinating Group. Formal written reports shall be provided to appropriate manager(s) as outlined at the in-brief. A team should be developed to fit the need of the requesting unit and may consist of the following:

- Aviation Safety Manager;
- Operations Specialist (helicopter and/or fixed wing);
- Pilot Inspector;
- Maintenance Inspector (optional);
- Avionics Inspector (optional);
- Aircraft Dispatcher (optional).

4.5.2 Aviation Safety Communiqué - SAFECOM

The SAFECOM system is used to report any condition, observance, act, maintenance problem or circumstance which has the potential to cause an aviation-related mishap. **The SAFECOM system is not intended for initiating punitive actions.** Mission personnel are encouraged to

collaborate on SAFECOM development prior to submission to avoid any punitive implication, submission duplication and to increase the narrative accuracy of events. Submitting a SAFECOM is **not** a substitute for "on-the-spot" correction(s) to a safety concern. It is a tool used to identify, document, track and correct safety related issues. All personnel involved in aviation activities are encouraged to submit SAFECOMs. A SAFECOM can be submitted via:

- Website: https://www.safecom.gov/
- Mobile application: https://www.safecom.gov/mobile/#/
- Phone: 1-888-464-7427

Personnel in doubt about completing a SAFECOM should contact their UAM. Reference the BLM *NAP Appendix 4* for BLM SAFECOM management roles.

- Elevated SAFECOM's will not be made "Public" until a determination/ investigation has been completed. The National Aviation Safety Manager (FA-500) will assign a liaison to OAS-Safety on a case by case basis.

4.5.3 Program Evaluations, Readiness Reviews, Site Visits

Aviation program evaluations/reviews are an integral part of the System Safety Assurance program.

BLM aviation program reviews are conducted at two levels within the department to insure that safety standards, policy compliance and Bureau efficiency objectives are being met.

BLM Fire Preparedness Reviews: Aviation functional operations and facilities are reviewed as part of the total Fire Preparedness review of field/district operations. Reviews are conducted every four years by a national level review team. District or state level fire readiness reviews are conducted annually. The SAM will be responsible for coordinating annual readiness reviews of the state's aviation crews/personnel, project and base site visits, and developing guidelines for UAM oversight of district/field office aviation activities. The SAM has the responsibility to ensure the reviews are being conducted for aviation operations within the required time frame and to identify well qualified individuals to conduct the review (reference *Interagency Standards for Fire and Fire Aviation Operations*, Chapter 18 for information).

OAS Aviation Program Evaluation: OAS will administer an aviation program evaluation of each BLM state and the NAO every five years. The purpose of these evaluations is primarily to review non-fire aviation activities as they relate to administration, operations, safety, training and security. The NAO will identify qualified individuals to assist with the review (reference BLM *NAP Appendix* 5 for schedule). The SAM will assist with the review and provide scheduling and logistical support. Additional reviews may be conducted if a need is identified by the aviation division chief.

4.5.4 National Fire and Aviation Operations Alert System

The BLM Office of Fire and Aviation has established an "Operation Alert" system designed to provide field units and personnel with critical ground or aerial operational information in a timely manner. The system is intended to respond to emerging issues as identified through such means as SAFECOMS, SAFENETS, investigation reports, after action reviews, etc. This system is not a replacement for any existing formal notification and alert system such as Interagency Safety Alerts or Aviation Accident Prevention Bulletin. In fact, the intent is for the operations alerts to complement these existing systems in those instances where it is appropriate. These alerts will

also complement the department and Bureau manual process. The operations alert system will provide time sensitive information to state and unit FMOs and aviation managers. It is anticipated that these individuals will provide the information to appropriate parties through established channels and processes. The Office of Fire and Aviation, Operations (FA-300) and Aviation (FA-500) groups manage the program.

4.6 Promotion

The BLM must promote safety as a core value with practices that support a positive safety culture. BLM Aviation Managers are encouraged to promote aviation safety and accident prevention at every opportunity, within all fire and non-fire programs. Line Managers play a critical role in establishing a just safety culture at the State and Field levels. Safety promotion can be accomplished through:

- Training
- Communication
- Reporting and Feedback
- Safety and Mishap Information
- Safety Awards

4.6 WRBBD Safety Promotion

Aviation training is everyone's responsibility. Aviation training is provided through national, geographical and, local training centers and the Interagency Aviation Training (IAT) website (see attached IAT Training Reference Guide) available through the Aviation Management Directorate. Required currency training for general aviation users is provided at the annual Aviation Conference and Education (ACE) Continued Training, which is normally scheduled at least two or three times per year.

Unit Aviation Manager

Provides guidance at the field level; ensures that qualified personnel receive training commensurate with the demands of the unit's aviation needs; and ensures that all aviation personnel are trained according to departmental standards. This will include:

- Developing and maintaining a cadre of personnel qualified to train and support the needs of the unit.
- Conducting annual aviation currency training for fire and resource personnel.
- Coordinating and scheduling training with SAM and local training centers to meet the needs of the unit.

Flight and Duty Limitations

Daily and cumulative flight and duty hours will be monitored, tracked, and documented on all aircraft and pilots. Pilot flight time and duty time limitations are outlined within their contracts. Aircraft managers, pilots and/or dispatch (time keepers) will maintain flight and duty logs. SAFECOM reports will be completed on all flight and duty infractions.

Sterile Cockpit

Communications and actions within the cockpit are limited to those required for safe maneuvering and traffic separation. This means communications with dispatch, ground personnel, and other aircraft concerning mission information is prohibited. This is especially important during approach/departure and take-off/landings. A sterile cockpit environment will be maintained within a minimum five-mile radius of any controlled and uncontrolled airport, to

include the designated airspace around any uncontrolled heli-bases, heli-spots, SEAT bases, and remote airstrips.

Airspace Coordination
WRBBD BLM aviation operations will comply with the regulations and guidelines as stated in the Interagency Airspace Coordination Guide. De-confliction procedures will occur when flights are to enter airspace shared with neighboring cooperators, districts, and military training routes (MTRs) (Reference Airspace Coordination Guide).

Mission Planning
All flights will require a level of planning and risk management commensurate with the complexity and risks involved with the proposed mission. The goal is to reduce personal exposure to unnecessary risks and prevent accidents/incidents.

All Flight Requirements

- Completed Form 9400-1a (except emergency incident operations)
- Only essential flights and passengers approved
- Approved and carded pilots and aircraft for mission
- Flight plans filed/flight following
- Pre-flight inspection/weight and balance/load calculation completed
- Pilot and passenger mission briefing
- Passengers manifested/briefed on aircraft safety
- Hazard map reviewed prior to flight
- Airspace de-conflicting completed
- Emergency rescue/mishap procedures in place

Special Use Flights (in addition to above):

- Project Aviation Safety Plan (PASP) completed and approved
- PPE used by pilot and passengers
- Hazard risk analysis completed
- Hazard map reviewed prior to flight
- Airspace de-conflicting completed
- Have flight following and emergency rescue procedures in place

Environmental Factors
Full consideration will be given to all factors listed prior to each flight.

Daylight
All DOI aircraft (except for twin-engine aircraft certified for IFR and with IFR rated pilots) are limited to flight during the following time period: 30 minutes prior to official sunrise until 30 minutes after official sunset.

Low-Level (below 500' AGL):
Type III - 30 knots or max gust spread of 15 knots
Type I & II - 40 knots or max gust spread of 15 knots

High-Level (above 500' AGL):
All types - 50 knot winds

Wind
Both fixed wing and helicopter operations will cease whenever wind exceeds limitations in the aircraft operators flight manual. If no limitations are prescribed in the flight manual, the following

limitations apply: Aircraft managers will monitor and confer with pilot-in-command to ensure that winds do not exceed capabilities of the aircraft or pilot.

Weather/Visibility
The pilot must evaluate known and predicted weather conditions prior to flight, avoid thunderstorms and cancel, postpone or terminate flights when weather or visibility conditions warrant.

Risk Assessment and Mitigation
WRBBD will follow policies and guidelines as stated in the WYOMING BLM State and BLM National Aviation Plans 4.4

Aviation Incident/Accident Response Plans
WRBBD utilizes the Interagency Aviation Mishap Response Plan (NFES 2659). Copies of this plan can be found in dispatch and at SEAT bases. Plans will include clear procedures to follow before and after aircraft accidents occur; and a listing of necessary local, state, and national emergency and agency aviation safety contacts.

Overdue/Missing Aircraft
Refer to chapter 5.8 under flight following of this plan for overdue and missing aircraft considerations.

Lessons Learned
The lessons learned program is a Safety Management System (SMS) tool designed to aid aviation managers to proactively highlight an incident and the corrective actions taken to mitigate any further incidents that could result in more serious outcome (National Aviation Plan chapter 4.6.1).

Mishap Reporting
All aviation mishaps, hazards, maintenance deficiency, incidents, or accidents will be reported according to 352 DM 1 & 6 and the OAS Aviation Mishap Notification/Investigation/Reporting Handbook. Aircraft accident/incidents with serious potential will be reported immediately to the National Transportation Safety Board (NTSB) and OAS, Along with making required agency notifications.

Aircraft Incidents
All mishaps/hazards other than those described above are to be documented on Safe-Com. Send copies to OAS safety, Unit and State Aviation Managers. Follow-up/investigation by Unit Aviation Manager is discretionary.

4.6.1 Lessons Learned

National and State level aviation program managers are responsible for providing input into training curriculum development, lessons learned messages, development of new procedures and operational methodologies.

SAM's are responsible for disseminating pertinent aviation safety information, actively engaging resource and fire managers during annual work plan development.

Additional information regarding Lessons Learned is available at the Lessons Learned website: http://www.wildfirelessons.net/Home

4.6.2 Aviation Safety Awards Program

Aviation safety awards are a positive part of the aviation program and are provided to all organization levels. National awards are given following the guidelines in *352 DM 4* for pilots and employees. Airward recommendation narratives are submitted through the SAM to the NAO Safety and Training Advisor.

5.0 Aviation Operations

5.1 General

As a Bureau, we are often challenged with working in high-risk and dynamic environments that are not always predictable. It is the responsibility of each employee, cooperator and contractor to conduct aviation operations that have been planned properly, approved by management, that utilize the correct equipment and personnel and are carefully executed per SOP to minimize risk. Safety is the first priority and leadership at all levels must foster a culture that encourages employees to communicate unsafe conditions, policies or acts that could lead to accidents without fear of reprisal. The four components of SMS (policy, risk management, assurance, and promotion) are critical to the success of safe operations.

State and local units are required to staff exclusive use aircraft assigned to their jurisdiction throughout the contract period and any extensions. Additionally local units will ensure that support functions (i.e. airtanker bases and local dispatch centers) necessary for the mobilization of national assets (i.e. large airtankers,Lead planes, SEAT's, ASM's and fire helicopters) are staffed to support local dispatch as well as GACC to GACC and national mobilization.

5.1 General

BLM Wyoming engages in many aviation operations supporting fire management and resource management programs. The BLM law enforcement may also be engaged in aviation operations typically with cooperator agencies such as County Sheriff Departments, State Police, US Drug Enforcement Agency (DEA), and National Guard. The work and environment are dynamic in nature and requires attention to standard operating procedures, good mission planning, and continual evaluation and mitigation of the inherent hazards/risks.

BLM Wyoming has exclusive use contracted aircraft and the crews, management, and support facilities for fire management. The Fire and Aviation units of the State Office and the Districts provide aviation expertise and management for all BLM Wyoming programs.

5.2 Policy, Operational Guides and Handbooks

A list of all of the BLM aviation policy documents can be found in the BLM *9400* Manual and BLM *NAP 1.6*.

5.3 Public/Civil Aircraft Operations

DOI aviation activities include both "civil" and "public" operations. Civil aircraft operations must comply with 14 CFR (Federal Aviation Regulations) in the operation and maintenance of public aircraft with the few exceptions outlined in *DM 350-353*. Operators under contract to DOI are bound by that contract to conduct operations in accordance with their FAA-approved commercial operator or airline certificate specifications, unless otherwise authorized by the contracting officer.

Standard Flight and Duty Limitations (Reference *Redbook Chapter 16* for Interim Duty Limitations): Interagency standards for pilot duty days and flight time are:

- 14-hour maximum duty day;
- 8 hours maximum daily flight time for mission flights;
- 10 hours for point-to-point, with a 2 pilot crew;

- A maximum of 42 hours flight time during any consecutive 6-day period. When a pilot acquires 36 or more flight hours in a consecutive 6-day period, the pilot shall be given the following day off. A new 6-day cycle shall begin upon return from any day off;
- Minimum of 10 hours uninterrupted time off (rest) between duty periods; and
- Two days off within any 14-day period.

If these standards are exceeded, the following time off requirements will be followed.

- 11 consecutive hours of rest if the duty day or flight time limitations are exceeded by not more than 30 minutes
- 12 consecutive hours of rest if the duty day or flight time limitations are exceeded by more than 30 minutes, but not more than 60 minutes
- 16 consecutive hours of rest if the duty day or flight time limitations are exceeded by more than 60 minutes

There will be no impact to the contractor's daily availability for these additional time-off requirements. Notification through the contracting chain of command should occur and a SAFECOM should be submitted.

Maintenance Test and Ferry Flights by Government Pilots on contracted aircraft:
Government Pilots may perform functional maintenance check-flights and ferry aircraft to and from the Contractor's maintenance facilities when it is in the best interest of the Government and the following conditions are met:

- Flights are not being paid for by the Government and the operational control remains with the Contractor.
- The test flight does not follow any installation, overhaul, major repair, or replacement of any engine, propeller or flight control system.
- The aircraft is operating under an approved and current OAS Inspection.
- Notification and approval from OAS and the NAO.

5.4 BLM Employees on Non-BLM Aircraft

All agency employees will comply with Bureau and DOI aviation policies when performing agency employment-related duties on board any organization's aircraft and/or aircraft operated under any other organization's operational control. These policies include, but are not limited to: approved aircraft and pilot (by carding or cooperator letter of approval), project aviation safety plans, flight following, PPE, appropriate flight management, etc. (reference *351 DM 4*).

Exceptions are:

- Flights in foreign countries (*351 DM 4.1.E.(4)*), (*350 DM 1.2.C*). Parts 350 - 354 of the DM do not apply to international DOI operations (except for fleet operations). However, BLM employees are expected to use good judgment and should attempt to follow DOI aviation policies to the extent practical.
- Undercover Law Enforcement missions (*351 DM 1.6.D*)
- Flights with a scheduled air carrier on a seat fare basis (Part 121 or 135 scheduled flights open to the general public on a ticket sale basis). Seat fare is defined as the cost for a DOI employee to occupy one seat between two different airports/heliports when the aircraft is not under the exclusive control of the DOI. It does not include any charter or on-demand operation (*353 DM 1* & *OPM-15*)

5.5 Passengers

A passenger is any person aboard an aircraft, when traveling on official BLM business, who does not perform the function of a flight crewmember or Aircrew member. Unauthorized passengers will not be transported in any DOI aircraft. For official, unofficial and unauthorized definitions, reference *350 DM 1.8*.

All passengers will:

- Use appropriate personal protective equipment (reference *ALSE Handbook*).
- Report aviation incidents, operations deviating from policy to the UAM and/or through the SAFECOM system.
- Emphasize personal safety as well as the safety of others involved in the flight.
- Meet the requirements of DOI *OPM-04*.

Agency employees in off duty status: Federal employees cannot utilize annual leave/LWOP or "volunteer" in order to circumvent agency policy. If any aspect of the employee's activity is related to their official duties, they are conducting agency business, irrespective of their pay status.

Reference the regulations regarding off-duty activities in accordance with the *Standards of Ethical Conduct for Employees of the Executive Branch* (5 CFR. Part 2635.802-803).

Non Federal passengers (not covered by established agreements): (reference *350 DM 1.8.A(3)*)

- General: A qualified Helicopter Manager or Flight Manager must be assigned to the mission. All requirements regarding use of personal protective equipment, flight following, load calculations, and hazard analysis must be followed.
- Resource/Project Missions: If the mission is special use, a Project Aviation Safety Plan must be required and approved by line management prior to the flight. It must show that the carriage of Non-Federal passengers aboard the aircraft is of an official nature and is advantageous to the agency. Since the Non-Federal passengers are designated official passengers, no flight release waiver is necessary
- Incident Missions: As a general rule, the Incident Commander on Type I or II Incident Management Teams may authorize all flights with Non-Federal passengers on board. On local unit fires, the line manager or their designee is usually the approving authority. Flights on government aircraft with Non-Federal passenger aboard must be in the interest of the government. No flight release waiver is required. This general guidance may be further restricted by agency local unit policy. The air operations staff should check with the local area to ascertain any additional restrictions or necessary approvals.
- Restricted Category Helicopters: Carriage of passengers aboard restricted category aircraft is specifically prohibited.
- Local Unit Aviation Manager and State Aviation Manager should be notified prior to any flights with Non-Federal passengers aboard.

Volunteers: Volunteers when traveling on official business, are official passengers, within the terms of *350 DM 1.8.A.(3)* and BLM *9400.67.A*. Volunteers are not permitted to operate aircraft or serve as an aircrew member on any DOI aircraft. Volunteers aboard DOI aircraft performing mission flights must be pre-approved by the appropriate BLM line manager. During fire mission flights, the incident commander with delegation of authority or the local line officer are the appropriate levels of approval. *OMB 0596-0080* requires use of Volunteer Service Agreement form OF-301a.OF301a

5.6 Emergency Exception to Policy

Federal employees who are involved in an event in which there clearly exists an imminent threat to human life, and there is insufficient time to utilize approved methods, may deviate from policy to the extent necessary to preserve life (reference *350 DM 1.3.B*). The following provisions and follow-up actions apply:

- Personnel involved are expected to use good judgment.
- Personnel involved in the decision making associated with deviating from policy must weigh the risks verses benefit.
- Any deviations must be documented on a SAFECOM.

5.7 Categories of Flight

The following terminology is used throughout this section under these definitions.

A **"Point-to-Point"** flight is one that originates at one FAA-designated airport, seaplane base or permanent helibase (identified in the FAA Airport/Facilities Directory, FAA Sectional Aeronautical Charts or FAA supplement for the geographic area) and flies directly to another developed airport, seaplane base or permanent helibase with the sole purpose of transporting personnel or cargo (this term does not apply to flights with a scheduled air carrier on a seat fare basis). These types of flights are often referred to as "administrative" flights and require the aircraft and pilot to be only carded and approved for point-to-point flight. A point-to-point flight is conducted higher than 500 feet above ground level (AGL). Point-to-point missions, when flown in Department owned or contracted aircraft, shall be considered civil aircraft operations and must be flown in full compliance with applicable provisions of 14 CFR.

A **"Special Use flight"** is defined as any flight other than point-to-point, conducted with the express purpose of performing (or directly supporting) an agency or resource management related task or tactical job such as fire suppression, wildlife census, reconnaissance, etc. These missions require special techniques, procedures and considerations due to increased risks inherent in such operations. Aircraft and pilots must be approved for each specific activity prior to use. Special Use flights require additional agency planning, active flight following, additional pilot and aircraft inspections and carding, and operational supervision by agency personnel (reference *OPM-29*).

5.8 Flight Planning

Unless exempted by *351 DM 1.4*, all flights will be conducted with an approved flight plan. (See also *National Interagency Mobilization Guide* Chapter 20)

Point-to-Point Flights will be tracked by a FAA - visual flight rules (VFR) or instrument flight rules (IFR) flight plan or on an international Civil Aviation Organization (ICAO) flight plan; or in accordance with a Bureau approved flight plan program; or in accordance with an OAS Director approved vendor flight program specified in a DOI procurement document. FAA flight plans may be supplemented by agency flight plans and the administrative tracking and notification procedures specified in the *National and Geographic Area Mobilization Guide*. A qualified flight manager (per *OPM-04*) will be assigned to perform the administrative functions and assure a briefing is given to the pilot and a pre-flight safety briefing is given to the passengers (reference *National Interagency Mobilization Guide* Chapter 20 for specific responsibilities). A 9400-1a Form or other Aircraft Flight Strip (per Dispatch SOP) will be utilized to provide dispatch with the appropriate aircraft and pilot information, a passenger manifest, and an estimated time of departure and arrival.

Special Use Flights: Agency flight plans for fire/emergency mission flights will be documented on the Aircraft Flight Strip (per Dispatch SOP) and/or Resource Order. Agency flight plans for non-fire/non-emergency mission flights will be documented on the 9400-1a Flight Request/Schedule or equivalent Aircraft Flight Strip (per Dispatch SOP) and/or PASP. The flight manager and the pilot will plan the mission together. Approval to conduct non-fire/non-emergency mission flights is required prior to flight (see *NAP* 4.3.2). Elements to be considered are:

- Type of mission
- Environmental conditions – departure point, route, destination
- Time frames
- Logistics – fuel, landing areas, equipment, support crew
- Communications
- Airspace, flight hazards
- Aircraft and/or Pilot carding requirements (i.e ACETA, Low-Level, etc. reference *OPM-29*)

5.8 WRBBD Flight Planning

The following procedures will be utilized to plan all non-commercial point-to-point and special use missions for both fire and land resource management projects such as:

Flight Requests

All request for flights non-fire will first be approved by Field Managers and District Manager before requesting the service from the UAM and Dispatch. All requests for flight services (other than scheduled commercial airlines) require the completion and submission of an Aircraft Flight Request/Schedule (Form 9400-1a). Cody Dispatch Office or Unit Aviation Manager can assist in completing the form (National Aviation Plan chapter 3.15). The 9400-1a form can be accessed online at the following web address under Aircraft Flight Request.
https://gacc.nifc.gov/rmcc/dispatch_centers/r2cdc/dispatch/Aviation.htm

Flight Request information

- Includes general information regarding purpose of flight, type of aircraft needed, passenger names, dates and times of flight, management code, cost limitations, etc.
- Requires approval/signature by a supervisor one level above the requestor.
- A Cross-Servicing agreement with funds will need to be set up through your procurement office to the Office of Aviation Services at least 14 days before the flight to allow for payment of the Vendor.
- Shall be submitted to the local dispatch or Unit Aviation Manager at least 7 days before the flight for low complexity missions, and 14 days before the flight for medium and high complexity missions. This allows time for the development and approval of a Project Aviation Safety Plan (PASP).
- The reverse side of the 9400-1a may be used for a one-time, non-complex flight mission, which is required for all flights.
- Emergency and special operation law enforcement flights are the only exception to prior approval.

All acquisition of OAS contracted, and certified aircraft will be accomplished by the State Aviation Manager, Unit Aviation Manager, or designated Aircraft Dispatcher

5.9 Flight Following

(See also *National Interagency Mobilization Guide* Chapter 50 and *Interagency Standards for Fire and Fire Aviation Operations* Chapter 16)

Sterile Cockpit All Aircraft: Sterile cockpit rules apply within a 5-mile radius of the airport. The flight crew will perform no radio or cockpit communication during that time that is not directly related to safe flight of the aircraft from taxi to 5 miles out and from 5 miles out until clearing the active runway. This would consist of reading checklists, communication with Air Traffic Control (ATC), Flight Service Stations, Unicom, or other aircraft with the intent of ensuring separation or complying with ATC requirements. Communications by passengers or air crew members can be accomplished when the audio panels can be isolated and do not interfere with flight operations of the flight crew.

Exception: When conducting firefighting missions within 5 miles of an uncontrolled airport, maintain sterile cockpit until departing the traffic pattern and reaching final altitude. Monitor CTAF frequency if feasible while engaged in firefighting activities. Monitor CTAF as soon as practical upon leaving the fire and returning to the uncontrolled airport. When conducting firefighting missions within Class B, C, or D airspace, notify dispatch that ATC communications will have priority over dispatch communications.

Point-to-Point Flight following is accomplished by an authorized flight plan as outlined in *NAP 5.8*. Aircraft on FAA IFR flight plans are continuously tracked via radar. Radar tracking for VFR traffic is not guaranteed, but is available when requested if the controller workload, terrain, and operating altitude allow coverage. The designated flight manager will confirm that the pilot has filed and activated an authorized flight plan and performs several functions associated with the agency flight plan. When utilizing an FAA VFR flight plan or agency flight plan, the pilot or flight manager will notify Dispatch upon departure, arrival at any interim stops, and arrival at the final destination to close out resource tracking. The flight following method is documented on the Flight Strip or 9400-1a Form.

Mission Flight Following is accomplished by flight crews and agency dispatchers using positive two-way communication (agency radio systems, satellite telephones, satellite texting), via the internet-based Automated Flight Following (AFF) system, or by agency personnel on the scene of an incident or project where the aircraft is operating.

The method of flight following for fire incidents is documented on an aircraft resource order or in a *Dispatch Center's Mobilization/Operating Guide*. The method for flight following non-fire missions will be documented in a PASP and/or 9400-1a (or equivalent).

Agency Flight Following: Begins with providing the departure time, souls on board (total personnel on the aircraft), quantity/duration of fuel, and heading to next check-in point. Position reports during a mission normally include the aircraft call sign, latitude, longitude, and heading. The default standard check-in for flight following is 15 minutes. If this is not possible, reporting frequency must be established and briefed prior to the mission and position reporting shall not exceed one hour intervals under normal circumstances (reference *351 DM 1.4.B*). If the 15 minute time limitation is to be exceeded, prior approval by the SAM is required (reference *9400*.45.C.2.a).

- In certain circumstances, a position report may be given by some other descriptive location, such as reference to a mission grid-square map, a prominent known landmark, etc.
- Flight following may be conducted by FAA air traffic control if the mission flight is operating within Class B, C, or D airspace, and with prior notification to dispatch.
- Position reports and tactical radio transmissions should not be given when operating within five miles of an airport in the "sterile cockpit" environment.

The BLM standard format for aviation operations is Degrees and Decimal Minutes (DDD° MM.MMM'). Reference BLM *NAP Appendix 3* for additional details. Utilization of the correct format must be discussed between dispatch and the flight crew to assure accurate navigation.

Local/on-scene Flight Following: Local flight following by incident or project personnel may be implemented and utilized only when certain requirements are met and in place (reference *NSHO 4. Page 29 line 28.*):

- Local flight follow procedures pre-identified and approved in the 9400-1a or PASP for project operations and in conjunction with Dispatch for tactical operations.
- Flights following procedures and responsibilities have been addressed in pre-flight briefings.
- Methods of flight following are in place and tested, including mandatory communication between designated flight following personnel and dispatch before flight operations begin. Positive communication with Dispatch must be maintained continuously during the operational period.
- A positive, clean "hand-off" must occur between dispatch and the project site when local flight following begins and ends.
- Backup/alternate communication devices are in place, available and tested.
- A reporting interval not to exceed fifteen minutes (or continuous visual contact) is maintained, and the location/status documented on a field radio log.
- Emergency accident and lost communication procedures must be briefed and understood by project flight following personnel, the pilot, flight manager, and dispatch.

Automated Flight Following (AFF): AFF is the preferred method of agency flight following by Dispatch Centers since the aircraft N-number/identifier, position, speed, and heading of each AFF-equipped aircraft is graphically depicted every two minutes. The ability to resume radio flight following will be maintained and utilized in the event the AFF system ceases to function (i.e. agency network internet connection failure or aircraft AFF transmitter failure). Reference the *National Interagency Mobilization Guide*, Chapter 50 for specific direction regarding AFF.

5.10 Radio Frequency Management/Communications

Bureau of Land Management policies for radio communications are found in Manual Sections:*MS-1291 Radio Frequency Authorization Manual, and MS-1292 Radio Communications.*

Do not transmit on a frequency without formal approval from the authorized radio frequency management personnel at the local, state, regional or national levels.

5.11 Overdue, Missing or Downed Aircraft

An aircraft is considered "overdue" when it fails to arrive within 30 minutes past the estimated time of arrival (ETA) and cannot be located. An aircraft is considered "missing" when its fuel duration has been exceeded, it has been reported as "overdue" to the FAA and the FAA has completed an administrative search for the aircraft without success. If an aircraft is overdue, missing, or downed, initiate the *Interagency Aviation Mishap Response Guide and Checklist* (NFES 2659). It is critical that the response plan is implemented, followed and documented throughout the duration of the event.

5.12 Mishap Response

The *Interagency Aviation Mishap Response Guide and Checklist* outlines appropriate response to a loss of flight following, or an aircraft incident or accident. The plan describes procedures and requirements, including initiation of SAR, fire and medical response, notification of OAS Safety (1-888-4MISHAP) and BLM management. This guide (or equivalent) is specific to each Unit and shall be available in all Dispatch Offices (reference *352 DM 3.5*). The guide must be updated annually by the date established in the state aviation plan. Dispatch Centers are encouraged to augment the *Interagency Aviation Mishap Response Guide and Checklist* with additional local protocols and notification procedures and are required to test the Plan at least annually through a simulation exercise.

- Timely upward reporting of any confirmed or potential accident or incident is critical. If there is any doubt on how any occurrence might be classified contact your: State Aviation Manager, National Aviation Safety Advisor or the National Division Chief, Aviation (in that order) for clarification.

The *Interagency Aviation Mishap Response Guide and Checklist* is available at: https://www.doi.gov/aviation/library

5.12 Mishap Response

The *Interagency Aviation Mishap Response Guide and Checklist* is available on the OAS web site and through the fire cache system.

Each District will have an *Interagency Aviation Mishap Response Guide and Checklist* updated annually with complete BLM notification information. In the event of a missing aircraft or known accident under BLM operational control or an event involving a BLM Wyoming aircraft/aircrew, districts are to follow the Interagency Mishap Response Guide and Checklist and notify (in order of immediate availability):

State Aviation Manager
State FMO or Assistant State FMO
State Director or Associate State Director

The State Aviation Manager will notify the:

State FMO
NAO – FA-500 (in order of availability): (1) FA-500 Aviation Safety Manager; (2) FA-500 Deputy Division Chief - Operations; and (3) FA-500 Division Chief. In the absence of the SAM, the State FMO will make the contacts described above, and the State Director and/or ASD, WYSO Safety Manager, WYSO External Affairs

Each Dispatch center will submit documentation of a test of its Mishap Response Plan by May 15th.

5.13 Transportation of Hazardous Materials

Transportation of hazardous materials aboard agency contracted aircraft must meet the requirements set forth in the *NWCG Standards for Aviation Transport of Hazardous Materials*

Transport of hazardous materials aboard commercial aircraft must be in accordance with that company's policy.

5.14 Invasive Species Control

Aquatic invasive species are easily transported in a variety of ways (i.e. helicopter buckets, scoopers, fixed tank helicopters and SEATs utilizing open water sources, fire engines and water tenders, and other water handling equipment). Agency personnel should become knowledgeable in the preventive measures associated with mitigating the spread of aquatic plants and invertebrates. Aviation managers should consult with local unit resource advisors to acquire information associated with: contaminated water sources, approved water sources, cleaning of equipment exposed to contaminated water requirements, and other pertinent information.

Work is underway to develop additional guidance and procedures in the cleaning of equipment that has been exposed to aquatic invasive. Additional operational guidelines for aquatic invasive species can be found in the *Interagency Standards for Fire and Fire Aviation Operations*, Chapter 2.

5.14 Invasive Species Control

Aquatic invasive species are easily transported in a variety of ways (i.e. helicopter buckets, scoopers, fixed tank helicopters and SEATs utilizing open water sources, fire engines and water tenders, and other water handling equipment). Agency personnel should become knowledgeable in the preventive measures associated with mitigating the spread of aquatic plants and invertebrates. Aviation managers should consult with local unit resource advisors to acquire information associated with: contaminated water sources, approved water sources, cleaning of equipment exposed to contaminated water requirements, and other pertinent information.

Refer to the Wyoming Aquatic Invasives Species Fire Equipment Inspection and Decontamination Manual (AISFEID) for specific direction. The Wyoming AISFEID can be found at this link: https://wgfd.wyo.gov/Fishing-and-Boating/Aquatic-Invasive-Species-Prevention/AIS-Resources. A Wyoming Aquatics Invasives map set can be found at http://ftp.nifc.gov/incident_specific_data/rocky_mtn/Maps/AIS/WY_2017/state.

5.15 Fire Chemicals and Aerial Application Policy near Waterways

Interagency policy only allows the use of a product that is qualified and approved for intended use. A qualified products list (QPL) is published for each wildland fire chemical type and maintained on the Wildland Fire Chemical Systems (WFCS) web site: http://www.fs.fed.us/rm/fire/wfcs/index.htm

Personnel involved in handling, mixing and applying fire chemicals or solutions shall be trained in proper safe handling procedures and use the personal protective equipment recommended on the product label and safety data sheet (SDS). The SDS for each approved fire chemical can be found on the WFSC web site.

Airtanker bases shall have appropriate spill containment measures in place. Consult with the local safety officer on requirements.

Products must be blended or mixed at the proper ratio by approved methods prior to being loaded into the aircraft by authorized personnel.

For operational guidelines on use of fire chemicals and the Policy for Delivery of Wildland Fire Chemicals near Waterways, reference the *Interagency Standards for Fire and Fire Aviation Operations*, Chapter 12.

5.16 Search and Rescue (SAR) (See also BLM *NAP 3.14*)

Agency line officers, managers or an incident commander may direct agency personnel to participate in SAR aviation missions on or over public lands.

- All personnel involved with SAR operations should remain within the scope of their employment.
- Proper planning, risk assessments, and briefing the mission prior to an event will significantly reduce risk and improve the odds of success.
- SAR operations could lead to actions in conflict with DOI policy (reference BLM *NAP 5.6* Emergency Exception to Policy).
- DOI policy (*900 DM 1.10* and BLM *H-1112-1.40.C*) and the *Federal Land Policy and Management Act* (*43.U.S.C. 1742*) provide authority to incur expenses and to take a temporary lead role in any SAR emergencies in which immediate and quick response can save lives.

5.17 Large Airtanker (LAT), Very Large Airtanker (VLAT) and CL-215/415 (Scoopers) Operations

Airtankers are a national resource and their primary mission is initial attack. GACCs mobilize these aircraft according to *National and Geographic Area Mobilization Guides*. In addition to federally contracted airtankers, military airtankers with the Modular Airborne Fire Fighting System (MAFFS) and cooperator aircraft may be utilized to supplement the federal fleet through established agreements.

Operational considerations concerning LAT, VLAT and Scoopers can be referenced in the *SAS*.

5.18 Airtanker Base Operations

The airtanker base manager and/or fixed base manager supervise ground operations in accordance with the *NWCG Standards for Airtanker Base Operations*.

The *NWCG Standards for Airtanker Base Operations* establishes qualifications, certification and currency requirements for BLM.

5.18 Airtanker Base Operations

Wyoming BLM does not operate any permanent Airtanker Bases. The WY-BLM does have the ability to engage in an annual agreement with the Casper Natrona County International Airport (CNCIA) to operate a call when needed Very Large Airtanker (VLAT) and Large Airtanker (LAT) base out of the airport. The agreement includes the use of a mixing and loading area South of the main CNCIA terminal building. When the base is activated, a Mobile Retardant Base (MRB) is ordered off of the USDA Forest Service's National Mobile Retardant Base contract and staffed appropriately.

5.19 SEAT Operations

SEATs are a national resource and their primary mission is initial attack. Mobilization is managed by dispatch centers with support by a national SEAT coordinator and aviation managers. Operational considerations concerning SEATs can be referenced in the

BLM Nationally Funded SEAT SOP's, *NWCG Standards for Single Engine Airtanker Operations* and the *IASG*., *NWCG Standards for Airtanker Base Operations* and the *SAS*.

SEAT Manager (SEMG) responsibilities are outlined in the *NWCG Standards for Single Engine Airtanker Operations*, and their training and currency requirements are contained in NWCG PMS *310-1*.

Utilization of remote/satellite SEAT bases must be in compliance with *NWCG Standards for Single Engine Airtanker Operations* requirements.

5.19 SEAT Operations

BLM Wyoming utilizes SEATs through the Exclusive use and the *On-Call Contracts*. See *BLM NAP 3.7* for details. Wyoming BLM operates 4 Category 1 SEAT Bases. The bases are located in Casper, Greybull, Rawlins, and Riverton. There is no permanent staff associated with any of the bases. They are typically opened in June and closed in October, however, fire weather conditions will dictate the opening and closing dates each year. Each base has its own SEAT Base Operating Plan that is updated annually by the responsible District.

SEATs are primarily an initial attack resource with diminishing effect when operated more than 75 miles from the support base. They are most effective when operated in multiple plane groups. They can drop long term retardants, fire suppressant gels, foam or water. The BLM provides all of retardant, gels, foams and the water.

5.19.1.1 WRBBD SEAT Operations

SEAT operations are coordinated according to the Unit Aviation Manager, and/or Cody Dispatch. All SEAT management and aerial operations are conducted in accordance with the NWCG Standards for Single Engine Air Tanker Operations (Above in SAP/NAP Plan 5.19). More information can be found in the Riverton/Greybull SEAT Operations Plans in the Appendices of this document.

5.20 Foreign Airtanker Operations

The *National Interagency Mobilization Guide* identifies procedures for ordering foreign airtankers. Requests for foreign airtankers will be ordered through the GACC and forwarded on to NICC. In accordance with *351 DM 2.3.C* all airtanker make and models, regardless of nationality, must be Interagency Airtanker Board approved. Each aircraft and pilot(s) will be issued Letters of Approval per the procedures outlined in *351 DM 4.1* and *351 DM 4.4* and the *National Interagency Mobilization Guide*. Operations of foreign airtankers will be consistent with the procedures outlined in the *SAS*.

5.21 Air Attack, ASM and Lead plane Operations

These air tactical resources conduct operations in accordance with the *SAS*, and the policies and procedures prescribed in the *Interagency Standards for Fire and Fire Aviation Operations*. Dispatch and ordering procedures are accomplished in accordance with the *Geographic Area and National Interagency Mobilization Guide*.

The *SAS*, Aerial Supervision Logbook and associated forms are located on the NWCG website: http://www.nwcg.gov/publications

Aerial supervision resources will be dispatched, when available, for initial and extended attack to enhance efficiency and safety of ground and aerial operations. The rapid response speed of aerial supervision aircraft is critical to maximizing initial attack safety, effectiveness, and efficiency. This includes responding to incidents outside of the dispatch zone and GACC boundaries.

The ROSS status of BLM exclusive use air attack aircraft and personnel will be updated daily as GACC available. Aircraft and personnel will be released from incident at the end of each day to be available for IA the following day.

In accordance with *NAP 2.5* (FMO Duties) BLM Exclusive Use aircraft will be staffed for seven day coverage throughout the contract period. Regular Agency employees should be prioritized ahead of Casual (AD) employees to staff the aircraft in the event the assigned agency employee is not available (days off, etc.).

Air tactical aircraft must meet the avionics typing requirements listed in the *SAS*, and the pilot must be carded to perform the air tactical mission.

The BLM Air Attack Program is managed by the BLM Air Attack Program Manager. This position will provide oversight for operational and strategic movement of national funded Exclusive Use ATGS Aircraft in coordination with the National/Geographic Area Coordination centers to optimize response efficiency and effectiveness during all planning levels.

- The BLM Air Attack Program Manager or designated Fixed Wing Coordinator GACC rep shall (SHOULD?) be consulted on all orders outside of the hosting GACC.
    - Factors that should be considered include but are limited to:
        1. Closest resource
        2. Days off schedule
        3. Continued GACC and local coverage
        4. Scheduled maintenance
        5. Pilot schedules
        6. Weather and Fire Behavior Forecast
- Closest resources apply to all immediate fire responses. This does not include GACC aviation preposition orders on Regional support codes.

5.21.1 Aerial Supervision Personnel

Personnel associated with aerial supervision will be trained to the standards in NWCG PMS *310-1* and the *SAS*. Training and qualification requirements for ASM crewmembers are defined in the *SAS*. Individuals performing duties as an AITS or ATP must be certified and authorized by the BLM NAO. AITS's will match days off with the ATP on the aircraft they are an aircrew member on. This is for the purpose of maximizing aircraft and crew availability.

ATGS training and currency requirements are contained in NWCG PMS *310-1*. However, additional currency requirements for BLM ATGS are defined in the *SAS*. The ATGS Cadre monitors and coordinates ATGS personnel and training at the GACC level and coordinates with National Program Managers, SAMs, GATRs, and the ATGS Cadre Chair.

Personnel who are performing aerial reconnaissance and detection will not perform aerial supervision duties unless they are fully qualified as an ATGS and the aircraft is equipped and carded for air tactical operations (reference BLM *NAP 5.27.2&3* for additional information on aerial observation)

5.22 Helicopter Operations

All BLM helicopter operations must be accomplished in accordance with the *NSHO*, unless otherwise waived by the NAO and/or the aircraft contract.

The applicable hover out of ground effect (HOGE) chart will be used to determine payload limits for all BLM helicopter operations for the first time landing into remote landing sites, or when the pilot deems that environmental conditions warrant use of HOGE chart.

BLM Exclusive Use contracted helicopters must meet the daily minimum staffing levels defined by *NSHO* (Chart 2-4), except for weather and 1 hour call back.

Utilization of the R-44 helicopter: Utilization of this model of helicopter shall be addressed in the State Aviation Plan. Additionally, the aircraft user shall review OAS Safety Information Bulletin NO. 05-02 “R-44 Helicopters” prior to ordering. This IB is located at: https://www.doi.gov/sites/doi.gov/files/migrated/aviation/library/upload/IB_2005-02.pdf

National BLM approval is required for new program requests to host the following:

- Cargo Letdown
- Short-Haul
- Rappel
- Fast Rope
- Single-Skid, Toe-in, and Hover Exit/Entry (STEP)

Requests for approval are initiated by a State Office to the NAO with the final approval made by the aviation division chief. The “BLM Aviation Enhancement Application Form” has been developed for these requests (reference BLM *NAP Appendix 113.23*).

5.22.1 Helitack

All helicopter personnel responsibilities are outlined in the *NWCG Position Catalog*. CWN Helitack training and currency requirements are contained in the NWCG *PMS 310-1* to include the *Federal Wildland Fire Qualifications Supplement*. Exclusive use helitack minimum crew staffing, training and currency requirements are contained in the *Interagency Standards for Fire and Fire Aviation Operations*. Each unit hosting an exclusive-use helicopter is responsible for providing essential management, overhead, equipment, facilities and the resources necessary to fully support the helitack crew.

BLM EU Helitack Crews are encouraged to meet the following staffing levels:

- Type 3 helicopter – 9 helitack personnel
- Type 2 helicopter – 17 helitack personnel

Hoverfill: BLM Exclusive Use helicopter crews’ and aircraft may be allowed to utilize Hoverfill operations. Before an Exclusive Use Helitack Program utilizes hover fill operations, training, risk management, and operational procedures, must be outlined and approved within their Unit Aviation/Helitack Operations Plan.

Helicopter Emergency Longline Last Option (HELLO):
The HELLO mission is defined as transporting a critically injured person from an otherwise inaccessible location using a helicopter longline. HELLO is considered a last resort option, when other methods are unavailable or cannot respond in the necessary time frame for life preservation. HELLO can be considered, utilizing available resources in the field, to perform such a rescue, when faced with this type of life-threatening situation HELLO should be performed by exclusive use helicopter programs if possible. The ultimate goal is to get a critically injured patient to definitive care (hospital) by the quickest means available.
HELLO supporting documents can be referenced at: BLM Helicopter Web Page

Fire Helicopter Program Strategy:
The fire helicopter program strategy lays out a path forward into the future for the BLM's helitack programs. Some of the items identified in the strategy are:

- Helitack crew size adjustments to realize the full capability of contract helicopters
  - Type 2 helicopter crew staffing at 17
  - Type 3 helicopter crew staffing at 9
- Part 27 or Part 29 twin engine helicopter into the helitack fleet
- Type 1 evaluation initiated during the 2017 fire season, and ongoing
- Creation of a national helitack standard Operating Procedures (SOP) document

5.22.1 Helitack

BLM-Wyoming hosts an Exclusive Use Helitack Crew on the High Desert District. High Desert District Helitack's base is located in Rawlins, WY at the Carbon County Airport. The crew utilizes a Type 3 helicopter and staffs a crew of 7-9 helitack personnel.

5.22.2 Rappel

Rappel activities will be conducted in compliance with the *Interagency Helicopter Rappel Guide*.

BLM currently does not conduct rappel operations.

5.22.2 Rappel

BLM Wyoming currently does not conduct rappel operations. Other agencies assigned to BLM Wyoming incidents may utilize helicopter rappel operations if authorized and qualified by their agency.

5.22.2 Single Skid, Toe In, and Hover Edit/Entry (STEP)

All STEP approved BLM EU Helitack programs should outline STEP operations in their local aviation plans and adhere to the policies and procedures outlined in OPM-40. Exclusive Use Helicopter programs interested in implementing a STEP program must follow the steps for new program requests in 3.23..

5.22.3 Cargo letdown

BLM cargo letdown will be conducted in compliance with the *BLM Cargo Letdown Operations* (reference BLM *NAP* Appendix 76). BLM personnel involved in cargo letdown operations shall record initial and recurrent training on the BLM Cargo Letdown Trainee Qualification Record (reference BLM *NAP* Appendix 76).

5.22.3 Cargo Letdown

BLM Wyoming High Desert Helitack Crew does not participate in the cargo letdown program.

5.22.4 Helicopter Mobilization

The BLM type 1 helitack program is a pilot project. In order to thoroughly evaluate the effectiveness of this initial attack program, prioritization and prepositioning of the BLM type 1 helitack program must occur nationally through a coordinated effort.

The BLM type 1 helitack program's primary mission is initial attack. This aircraft comes with a compliment of crewmembers and flight mission capabilities that are unique to this category of aircraft. While most effective at providing rapid initial response, the crew is equipped to respond to extended attack incidents and critical need missions on large fires.

MOBILIZATION

- As with any initial attack resource, Boise Helitack and the Black Hawk are most effective when prepositioned in areas with predicted or current elevated fire danger.
- BLM States may request to preposition Boise Helitack and the Black Hawk, either directly to the BLM State Duty Officer hosting the crew, or through the National Duty Officer (208-387-5876). Contact the National Duty Officer for preposition funding options.
- Order as Type 1 EU – Limited
- Daily staffing of 16 to 20 Helitack personnel and 5 vendor personnel accompany the aircraft.
- Ground support vehicles include helitack buggies, command vehicles, large fuel tender, and mechanic truck with trailer.
- Initial Attack aircraft requests should be ordered on a Resource Order via ROSS and/or Aircraft Dispatch Form. Generating and awaiting a Resource Order should not be allowed to affect the response time for an initial attack mobilization within the host Geographic Area or with neighborhood agreements across Geographic Area boundaries through established dispatch ordering channels. Resource orders through ROSS can be provided after mobilization has occurred for initial attack.
- The BLM State Duty Officer for the state hosting Boise Helitack while on assignment is responsible for:
  - Prioritizing use of Boise Helitack to meet BLM and interagency initial attack priorities;
  - Communicating status/location of Boise Helitack by maintaining the Asset Intelligence System (AIS) utilized by the BLM Fire Operations Group (FOG);
  - Communicating status/location of Boise Helitack with the Helitack Crew Supervisor, District Duty Officers, surrounding BLM State Duty Officers, and the pertinent Geographic Area Coordination Center (GACC); and
  - Approving requests to utilize the aircraft and crew beyond initial attack and communicating approval to the GACC.
- The aircraft and crew may be reallocated to areas of greatest need by the BLM Division Chief, Aviation, in coordination with the National Duty Officer.
- All initial attack resource orders for the BLM type 1 helitack program should be honored regardless of dispatch or jurisdictional boundaries.

5.23 Aerial Ignition Operations

Aerial ignition operations and projects are accomplished in accordance with the *NWCG Standards for Aerial Ignition*

The DOI On-Call Small Helicopter contract provides for vendor supplied helitorch equipment and mix/load personnel. If a vendor supplied helitorch operation is desired, the CO must be contacted prior to ordering. The CO will negotiate the helitorch services pricing.

5.23 Aerial Ignition

BLM Wyoming utilizes both Helitorch and PSD aerial ignition methods. Due to limited qualified personnel within BLM-Wyoming, helitorch equipment and personnel may have to be obtained from cooperators (other BLM units, USFS, NPS) or from contractors listed on the OAS On-Call small helicopter contract. Substantial lead time will be needed for contractor provided helitorch operations.

5.24 Wild Horse & Burro Operations (WH&B)

Wild Horse and Burro operations will be conducted in accordance with the BLM *WH&B Aviation Management Handbook H-4740-1*, the DOI OPM-33 and *NAP 4.3.2 Project Aviation Safety Planning*, if conducted as a flight service contract (reference *NAP 3.9* for End Product contract procedures). Processes are being pursued to eliminate the *WH&B Aviation Management Handbook* and relocate the essentials to the DOI ACETA Handbook when it is revised.

5.25 Aerial Capture, Eradication and Tagging of Animals (ACETA)

ACETA will be conducted as per the *DOI OPM-33*, if conducted as a flight service contract (reference *NAP 3.9* for End Product contract procedures). The DOI On-Call ACETA contract has been established to acquire vendor services for ACETA and WH&B operations.

5.26 Smokejumper Operations

Smokejumper dispatch and ordering is accomplished in accordance with the *Great Basin, Alaska and National Interagency Mobilization Guide*.

5.26.1 Smokejumper Personnel

Smokejumpers: Smokejumper operations are performed according to the *Interagency Smokejumpers Pilots Operations Guide* (ISPOG) and the policies and procedures prescribed in the *Interagency Standards for Fire and Fire Aviation Operations*.

Smokejumper Pilots: The *ISPOG* serves as policy for smokejumper pilots' qualifications, training and operations.

5.26.1.1 Smokejumper Operations

BLM Wyoming has access to smokejumpers from BLM and USFS through the resource ordering system (See *Rocky Mountain Mobilization Guide*). BLM Wyoming primarily utilizes a temporary jump base at Lander, WY, but will set up temporary bases at any acceptable location.

5.27 Light Fixed Wing Operations

Fixed wing dispatch, ordering, and operations must be accomplished in accordance with state and unit aviation plans. At minimum flights must meet the requirements outlined in *NAP 3.17* for flight scheduling/operations.

5.27.1 Low-level Flight Operations (Less than 500' AGL):

The only fixed-wing aircraft missions authorized for low level operations are:

- Smokejumper/para-cargo
- ASM and lead operations
- Retardant, water and foam application
- Seeding/spraying
- Other missions approved by a PASP (i.e. resource recon <500' AGL)

Operational Procedures:

- Fixed-wing aircraft and pilots must be specifically approved for low-level flight operations.
- No passengers are allowed. Non-pilot participants must be qualified as Aircrew Member.
- A high-level recon will be made prior to low-level flight operations.
- All flights below 500 feet will be contained to the area of operation.
- PPE is required for all fixed-wing; low-level flights (reference *ALSE Handbook*). Flight helmets are not required for multi-engine airtanker crews, smokejumper pilots, Leadplane and ASM flight/aircrew members.

5.27.2 Aerial Observer

The purpose of Aerial Observer is to locate and relay fire information to fire management. In addition to detecting, mapping and sizing up new fires, this resource may be utilized to describe access routes into and out of fire areas for responding units. Only qualified aerial supervisors (ATGS, ASM, HLCO and Lead/ATCO) are authorized to coordinate aircraft operations in incident airspace and give tactical direction to aviation assets. Flights with a "detection or patrol

Flights as an Aerial Observer and referenced to as "Patrol or Detection" designation should communicate with tactical aircraft only to announce location, altitude and to relay their departure direction and altitude from the incident. *Training Requirements: Federal Wildland Fire Qualifications Supplement.* *https://iqcsweb.nwcg.gov/sites/default/files/inline-files/FedSupplement_2.pdf*

Only qualified aerial supervisors (ATGS, ASM, HLCO and LPIL) are authorized to coordinate aircraft operations in incident airspace and give tactical direction to aviation assets.

5.27.3 Non-Fire Reconnaissance

BLM non-fire fixed wing mission flights require at least one agency person on that flight or at the departure/arrival base meet the IAT requirements of Flight Manager. Agency personnel must meet IAT requirements for Fixed Wing Flight Manager or NWCG comparable position. Reference *OPM-04* One Way NWCG Position to IAT Position Crosswalk. https://www.doi.gov/sites/doi.gov/files/uploads/opm-04.pdf

5.27.4 Single Engine IFR/Night Flight

For single engine night flight reference *351 DM 1.3*.

5.27.5 Backcountry Airstrip Operations

Reserved

5.28 Law Enforcement Operations (LE)

LE personnel involved in any aviation operation will adhere to DOI and Bureau aviation policy. Local LE personnel that are required to utilize aircraft to support LE operations shall discuss all aspects of the operation with the UAM or SAM, well in advance of operations. The BLM SAM must be briefed on all BLM law enforcement involvement in Short-Haul missions occurring within their state. The UAM will review all LE PASPs prior to commencing operations. Line officers shall be informed of LE aviation activities within their area of responsibility.

LE personnel involved with aviation activities shall receive and be current in required aviation training (NWCG and/or IAT) commensurate with the aviation position they will fill, prior to any aviation operations.

LE personnel will utilize aircraft and pilots that have been approved by OAS (carded/LOA/MOU) for the intended use.

Aircraft contracted for fire/resource operations are allowed to conduct non-threatening surveillance and reconnaissance law enforcement missions only.

- Certain LE operations could lead to actions in conflict with DOI policy; (reference BLM *NAP 5.6* Emergency Exception to Policy).
- Certain exceptions to policy for undercover Law Enforcement operations are addressed in *351 DM 1.6.D.*

5.29 Unmanned Aircraft Systems (UAS)** (see also BLM *NAP 3.16*)

Minimum Operational Requirements: The following requirements must be met prior to any operational use of UAS:

- Approved operations plan:
  - PASP (non-fire/incident, planned project),)
  - Flight by notification (non-fire/incident spontaneous flight)
  - Incidents flight conducted in accordance with the *Interagency Fire Unmanned Aircraft Systems Operations Guide* (PMS 515).
  - Fire/Incident: See below
- Airspace authorization (part 107, DOI/FAA MOA, COA, or SGI)).
- Certified Remote Pilot(s) possessing DOI (OAS 30-U) and FAA Remote Pilot certificates.
- Certified UAS and current UAS data cards (OAS-36U)).
- A NOTAM must be filed for all operations other than standard part 107 flights (400' AGL).)
- UAS NOTAMs are depicted on-line on the Sky Vector website.

Emergency UAS Operations:

- Personally owned UAS or model aircraft **may not** be used by federal agencies or their employees for interagency fire use. .
- UAS can be considered participating aircraft and can be flown under part 107 up to 400'AGL. For other types of UAS operations, an SGI can be requested from the FAA if

the agency has an existing COA for their aircraft. All SGI requests will be routed through the UAS Program Manager.

Interagency Fire/Incident UAS Operations:

- Fire/Incident UAS Operations information is posted on the Interagency Fire UAS Website.
- Questions pertinent to incident UAS Operations or UAS ordering should be routed to the UAS Fire Coordinator at 208-387-5335.
- Fire/incident flights shall be conducted in accordance with the NWCG Standards for Fire UAS Operations (PMS 515) and the Interagency Standards for Fire and Fire Aviation Operations.
- Flights within a TFR require a Special Government Interest Waiver (SGI). **SGI requests shall be routed to the FAA via the UAS Fire Coordinator (208-387-5335).**
- Cooperators, pilot associations and volunteer aviation groups or individuals may offer to fly unmanned aviation missions (i.e. aerial surveys, fire reconnaissance, infrared missions, etc.) at no charge to the IMTs. Although these offers seem very attractive, we cannot accept these services unless they meet FAA, USFS/DOI policy.

Interagency Fire use of UAS: Reference the *Interagency UAS Operations Guide* and the *Interagency Standards for Fire and Fire Aviation Operations*, Chapter 16 for protocols regarding utilization of UAS on federal wildfire: http://www.nifc.gov/policies/pol_ref_redbook.html

5.29 Unmanned Aircraft Systems (UAS)

BLM Wyoming fully supports the utilization of UAS for both resource and fire missions where practical and applicable. BLM Wyoming has purchased Unmanned Aircraft Systems through OAS and is committed to training and supporting interested Remote Pilots within the State.

BLM Wyoming utilizes a supplement to the State Aviation Plan to provide direction for BLM Wyoming employees regarding the UAS program and activities. The supplement will serve as the Project Aviation Safety Plan (PASP) in combination with the BLM Wyoming UAS Mission Plan (Flight by Notification) for routine low complexity UAS operations conducted under 14 CFR Part 107. Simple acquisition of aerial imagery in Class G airspace would be an example of a covered flight. This process is not intended to replace PASPs for higher complexity UAS project flights. It is intended to streamline the planning and approval process for routine training and proficiency flights and low complexity UAS missions. A hard copy or web based version of the BLM Wyoming UAS Mission Plan (Flight by Notification Form) will be utilized in combination with this supplement for flights defined in this document.

UAS operations covered by this supplement are limited to:

- Training flights
- Currency and Proficiency Flights
- Low complexity flights

This supplement is similar to BLM Fire and Aviation base operating plans (i.e. Helitack, Air Tanker Base) that allow those functions to conduct identified routine field operations without the formal PASP development and approval process. However, in place of the PASP a BLM Wyoming UAS Mission Plan (Flight by Notification) must be completed. The UAS supplement is found in Appendix 13 of the WY SAP.

5.30 Fleet Aircraft

The BLM currently operates seven Fleet aircraft. N49SJ, N190PE, N32PX, N437CC, N618, N162GC, and N700FW are DOI owned aircraft operated by the BLM.

- N49SJ is a De Havilland DHC-6 Twin Otter; the primary mission is smokejumper delivery. BLM NAO provides overall management of the aircraft. The aircraft is assigned to the Great Basin Smokejumpers, in Boise.
- N190PE is a Pilatus PC-12; the primary mission is utility and fire logistics support. BLM NAO provides overall management of the PC-12. The aircraft is assigned to Alaska Fire Service a portion of the year and Boise NAO the balance of that year.
- N32PX is a Cessna 206; the primary mission is as a utility aircraft. The BLM Alaska-Office of Law Enforcement and Security will have primary use of the aircraft through the calendar year flown by dual function special agent/ranger-pilots. The management of the aircraft will fall under the BLM Alaska Aviation Office with mission management under AFO/AKSO and Anchorage Interagency Dispatch Center.
- N437CC is a CubCrafters CC-18-180 Top Cub. The primary mission is as a utility aircraft. The BLM Alaska Office of Law Enforcement and Security will have primary use of the aircraft through the calendar year and flown by dual function special agent/ranger-pilots. The management of the aircraft will fall under the BLM Alaska Aviation Office with mission management under FDO/AKSO and Anchorage Interagency Dispatch Center.
- N618 and N162GC are Beechcraft Super King Air B200's; the primary mission is ASM/Leadplane operations. BLM NAO maintains overall management responsibility. The aircraft is assigned to the National Aviation Office.
- N700FW is a Quest Kodiak K-100; the primary mission is utility and fire logistics support. BLM NAO provides overall management of the K-100. The aircraft is assigned to Alaska Fire Service a portion of the year and Boise NAO the balance of that year.

BLM fleet aircraft are operated in accordance with the *BLM Fleet Aircraft Standard Operations Procedures Guide* (reference BLM *NAP Appendix 97*).

5.31 Non-Federally Approved Aircraft

Reference *Interagency Standards for Fire and Fire Aviation Operations*, Chapter 16 for protocols regarding utilization of non-federally approved aircraft in response to federal wildfire: http://www.nifc.gov/policies/pol_ref_redbook.html

5.32 Snow Operations

All snow operations will be conducted per Departmental Policy. *351 DM1.3 J(4)* Snow Operations, *351 DM1.6* Special Operations (A) Cold Weather & *351 DM 1.7* Special Use Activities.

6.0 Aviation Training

6.1 General

Aviation training is essential to ensure that BLM maintains a safe and efficient aviation operation in pursuit of the Bureaus mission. Aviation users, supervisors, and managers need to make certain that they and their employees are knowledgeable of the inherent hazards of aviation operations and have been provided the necessary skills, training and equipment to be successful conducting aviation operations. There are two separate, but linked, training programs for BLM Aviation; NWCG curriculum (fire) and Interagency Aviation Training (IAT) non-fire curriculum.

6.1.1 Fire Training and Qualifications

The National Wildland Coordinating Group's (NWCG) guides the fire and fire aviation qualifications. Personnel serving in NWCG positions need only meet the qualification and currency requirements required in the *National Incident Management System, Wildland Fire Qualifications System Guide* (NWCG PMS *310*-1), or other interagency guidance as appropriate (smokejumper Spotter, ATS, ATGS, LPIL, BLM Exclusive Use Helitack, etc.).

BLM agency-specific qualifications not in the *PMS 310-1* can be found in the *Federal Wildland Fire Qualification Supplement*

6.1.2 Aviation Training for Non-Fire Flight Activities and Positions

The DOI Aviation User's Training Program (IAT) regulates the "non-fire" aviation training requirements for Bureau personnel. Individuals holding a current qualification under the Incident Qualification Certification System (IQCS) may also be qualified to perform some equivalent non-fire aviation positions under IAT guidelines and do not require additional IAT training. Reference: One-Way NWCG Position to IAT Position Crosswalk located within *Interagency Aviation Training (IAT) Guide.*

Training requirements for non-fire aviation positions are located in *OPM-4.* A description of each position and role can be found in the Interagency Aviation Training (IAT) Guide.

For BLM Smokejumper specific non-fire positions reference BLM *NAP Appendix 8* (BLM Smokejumper Positions to Interagency Aviation Training (IAT) Functional Crosswalk).

Aircrew Member: An Aircrew member is a person working in and around aircraft who is essential to ensure the safety and successful outcome of the mission. Aircrew Members are required to:

- Be on board or to attend to the loading and unloading of passengers and cargo at all landings and takeoffs
- Attend to external loads
- Ensure all passengers have received a safety briefing prior to all flights.

Required training:

- A-100* Basic Aviation Safety (required in classroom for initial training)
- A-110 Aviation Transportation of Hazardous Materials (if involved in transport of Hazardous materials)
- A-116 General Awareness Security Training (one time)
- A-200* Mishap Review

*Required every three years

An employee may be authorized to complete the initial Aircrew Member training on-line, on a case-by-case basis and at the discretion of the SAM. A written request must come from the employee's supervisor to the SAM explaining why it is not feasible to attend and complete a classroom A-100 Basic Aviation Safety course prior to the day of the mission.

BLM requires that personnel involved with helicopter external load operations must comply with the following:

- All personnel involved in hover hook ups must complete S-271 Helicopter Crewmember or A-219 Interagency Helicopter Transport of External Loads.
- All personnel involved in long line work must be either:
    - Currently qualified as a Helicopter Crewmember (HECM) **or**;
    - Currently qualified as an aircrew member and completed A-219.
- Documentation for non-fire personnel, indicating the completion of the required training to perform external load work must be maintained at the interagency aviation training website: https://www.iat.gov/
- BLM adheres to the Federal Wildland Fire Qualifications Supplement which requires triennial A-219 and A-110 attendance to maintain Helicopter Long Line/Remote Hook Specialist (HELR) qualifications.

BLM Pilot – Fleet (2101, 2181 position series) & Incidental/Dual Function:

All pilots will be entered into a pilot training program approved by the BLM Division Chief, Aviation.

Minimum pilot training requirements for DOI employee pilots are outlined in OPM-22.

6.2 Management Responsibility

Supervisors and managers are those individuals that have management or supervisory oversight responsibilities for programs using aviation resources for mission accomplishment.

6.2.1 Supervisory Personnel

A person who supervises employees that use aircraft to accomplish Bureau programs (first and second level supervisors. These may include but are not limited to such positions as State Fire Management Officers and their Deputy/Assistant, District Fire Management Officers, Dispatch Center Managers, Wild Horse and Burro Program Supervisors and Law Enforcement Supervisors.

Required Training:

- *M-3 Aviation Management for Supervisors (initial course either in a classroom or online)
- *A-200 Mishap Review

*Required every three years

6.2.2 Line Managers

Line managers are those individuals who are responsible and accountable for using aviation resources to accomplish BLM programs. These may include but are not limited to such positions as State Directors and their Deputy/Associate, District Managers, Field Office Managers, Fire and Aviation Assistant and Deputy Assistant Directors.

Required Training:

- *M-3 Aviation Management for Supervisors (initial course either in a classroom or online)

or

- *M-2 DOI Aviation Management for Line Managers briefing

*Required every three years

6.2.3 Aviation Managers at the Local, State and National Level

Individuals with aviation management responsibilities for a unit, state, regional or national level and serve as a focal point for aviation services and management. These include such positions as unit aviation managers (UAM/UAO), state, regional and national program managers, and helicopter and fixed-wing operations specialists. Training requirements for an Aviation Manager are outlined in the IAT Guide and must be met.

6.2.4 Aviation Contracting Responsibilities COR Training Requirements

BLM CORs and alternate CORs, on BLM exclusive use contracts, are required to have training in DOI aviation policy, basic contract administration, and contract performance verification and understanding technical aspects of contracts. Initial and recurrent COR training requirements can be found in the DOI *COR Manual* or obtained from AQD contracting officers. CORs are required to be registered in the Federal Acquisition Institute Training Application System (FAITAS) and be certified as a COR by the Federal Acquisition Institute before performing the duties of the position on a DOI contract. FAC-COR initial requests and renewal/maintenance requests should be submitted through the Lead Acquisition Official in the State for submission to the Bureau Procurement Chief in WO. These should not be submitted directly to DOI.
http://www.fai.gov/drupal/certification/fac-cor

6.2.5 Contractor and Cooperator Pilot Training

BLM aviation managers at all levels are responsible for assuring that contractors and cooperators are provided adequate briefings of mission requirements, standards and procedures. This may be accomplished through classroom training, computer-based training, simulations, pre-work conferences, aircraft and pilot inspections, pre-flight briefings or other appropriate venues.

6.2.6 Pinch Hitter Training

Pinch Hitter training is encouraged to be completed by aviation personnel whose primary job requires extended flight time as an aircrew member, Spotter, ATGS or reconnaissance duties. Requests for training should be routed via your immediate supervisor to your respective State Aviation Manager (SAM).

6.3 Instructor Standards

Standards for NWCG Instructors are outlined in NWCG *PMS 901-1 Field Manager's Course Guide*. Reference: https://www.nwcg.gov/sites/default/files/publications/pms901-1.pdf

Instructors for IAT courses will meet the IAT trainer requirements of the *Interagency Aviation Training Guide*. Reference: https://www.iat.gov/docs/IAT_Guide_2017_10.pdf

6.4 Development

The NAO offers an Aviation Leadership Development Initiative (ALDI) opportunity for aircraft managers and unit aviation managers. This opportunity is available to GS-7 to GS-9 individuals who currently have aviation management responsibilities along with an interest in a career in aviation management. An Instruction Memorandum is issued periodically informing potential candidates of the opportunity and application process. The program runs approximately 24-28 months, while maintaining the employees' current position requirements.

Aviation/Pilot and Pilot Mentor Developmental Program: The NAO has two separate Aviation/Pilot Developmental Programs that provide training for employee development in the aviation manager and pilot career paths. The objective for these positions is to develop well qualified aviation managers and pilot candidates with the necessary skills and background to compete for interagency aviation vacancies at the state and national level. These opportunities are for BLM employees that meet the requirements of 351 DM 3.2 and have identified career goals in flight operations. These programs are filled on an as needed basis and as candidates are identified.

7.0 Airspace Coordination

7.1 Interagency Airspace Coordination

Interagency airspace coordination is accomplished through the Interagency Airspace Subcommittee (IASC) charted under the NIAC. Guidance and education is provided through the *NWCG Standards for Airspace Coordination*.

7.2 Flight Planning, Hazards and Obstructions

It is the pilots' responsibility to plan the flight. It is the flight managers' responsibility to provide information to the pilot for the project area and mission objectives. It is the aircraft dispatcher's responsibility to inform the aircrew of "boundary airspace" issues and coordinate with neighboring dispatch centers (reference Airspace Boundary Plan, this chapter). State/districts are responsible to develop area flight hazard maps or planning tools that are posted at: operating bases, aircrew briefing packages, and dispatch office. The following hazards or locally significant areas should be depicted:

- Military Airspace – Warning Area (WA), Restricted Area (RA), Military Operations Area (MOA), Alert Area (AA), Prohibited Area (PA), Military Training Routes (MTRs), Controlled Firing Areas (CFA), Slow Routes (SR), Aerial Refueling Routes (ARs) and Low Altitude Tactical Navigation (LATN) Areas.
- Airspace – Class B/C/D and National Security Areas
- Airports/airstrips – public and private, military
- Dispatch zone boundaries
- Parachute, hang glider, rocket, model airplane operating areas
- Towers over 200 feet. Other towers as locally determined significant
- Wires – Major transmission lines, other lines determined locally as significant (wires crossing – canyons, rivers, lakes, near airports)
- Update/Revision date

7.2 Flight Planning, Hazards, and Obstructions

The WY SAM will coordinate with the WYSO Fire GIS personnel to develop and produce an annual flight hazard briefing map for all of BLM Wyoming. The maps will depict dispatch jurisdiction, military (MOA, RA and MTR) and FAA Class B, C, and D airspace, BLM and USFS fire airbases, towers, wires, wind turbine farms, other aviation hazards.

7.2 WRBBD Flight Planning, Hazards, and Obstructions

The WRBBD Aviation Hazard Maps are located at the following web address under the Aviation Hazards TAB.
https://www.frames.gov/fire-ops-maps/wyoming#26121-tab-3

7.3 Fire Traffic Area (FTA)

The FTA provides agency communication protocol through a standardized structure to enhance air traffic separation over wildfire or All-Risk incidents. The structure emphasizes established communications, clearances and compliances. See the *IASG* Chapter 4 for details:

7.4 Temporary Flight Restriction (TFR)

In order to enhance safety during an incident, the FAA may be requested to issue a TFR that closes the airspace to non-participating aircraft (with some exceptions). While there are currently nine different types of TFR's, the most commonly issued TFR for wildfire is 14 CFR 91,137 (a) 2 which is explicit as to what aviation operations are prohibited, restricted or allowed. Aviation Managers requesting a TFR should be familiar with the ordering procedures, coordination protocol and exceptions that are outlined in Chapter 6 of the *NWCG Standards for Airspace Coordination* TFR's are not authorized by the FAA for resource management projects or planned prescribed fires. A NOTAM D may be requested through the aircraft dispatcher at a local GACC who will contact the local Flight Service Station (FSS).

Non-wildfire TFRs are under the jurisdiction of the FAA. All participants involved with an "all risk" TFR should be acquainted with the FAA's publication "FAA Airspace Management Plan for Disasters" located at: https://publicintelligence.net/faa-disaster-airspace-coordination/

Presidential (VIP) TFR's (91.141) involve a set of concentric circular Temporary Flight Restrictions with a 10 nautical mile diameter inner ring inside a 30 nautical mile outer ring. Flights within the Presidential TFR's require coordination well in advance of the TFR implementation. For further information, contact a qualified Airspace Coordinator.

7.5 National Firefighting Aircraft Transponder Code (1255)

The FAA has provided the **1255** transponder code as the national designation for firefighting aircraft. It is not agency specific. The code must be utilized by aircraft responding to and operating over fire incidents supporting suppression operations unless otherwise directed by air traffic control (ATC). It is not to be used for repositioning or during cross-country flights. It is authorized specifically for firefighting and is not to be used for FEMA or all-risk disasters.

7.6 Airspace Boundary Plan

When resources are dispatched by multiple units to an incident or area that shares a common boundary, care should be taken to ensure safe separation and communication of responding aircraft. Boundary Plans should be prepared that focus on a 10 NM wide "neutral airspace" corridor for mutual or exchanged initial attack area's or zones. Agencies conducting flight activity within the boundary corridors should implement notification procedures to adjoining agencies and cooperators (reference *NWCG Standards for Airspace Coordination* Chapter 7 for details).

7.7 Airspace Deconfliction

While the word "deconflict" is not in the dictionary, it is a commonly referred aviation term describing the process of reducing the risk of a mid-air collision or a TFR intrusion. Airspace deconfliction can occur for both emergency response and non-emergency aviation activities.

Deconfliction can be accomplished through the following measures:

- Pilots must obtain all information pertinent to flight before flying. This is accomplished by obtaining a briefing from the FAA through the Flight Service Stations. This is the official source of NOTAM information.

- Dispatching units may obtain scheduling information from DOD units that have special use airspace or military training routes and share this information as "hazards"

information on the resource order when the aircraft are dispatched. For non-emergency flights, information may be shared through common communication protocol.

- A variety of aviation Internet websites are frequently used for obtaining airspace information, the user must be aware of any disclaimers regarding the timeliness of the information posted. The FAA's U.S. NOTAM office provides current TFR information through DOD Internet NOTAM Service (DINS) at: https://www.notams.faa.gov/dinsQueryWeb/ and http://tfr.faa.gov/tfr2/list.html

7.8 Airspace Conflicts

Aviation personnel have a responsibility to identify and report conflicts and incidents through the Interagency SAFECOM System to assist in the resolution of airspace conflicts. When a conflict or incident occurs, it may indicate a significant aviation safety hazard. Conflicts may include near mid-air collisions (NMAC), TFR intrusions, and FTA communication non-compliance. Further guidance is available in the *NWCG Standards for Airspace Coordination*,*NWCG Standards for Airspace Coordination, Chapter 8.*

7.9 Operations Along Foreign Borders

All aircraft operations along border patrol zones require coordination with the U.S. Border Patrol. The Dispatch Centers with foreign border zones will have an operational plan detailing the coordination measures with the U.S. Border Patrol Air Marine Operations Center (AMOC). All pilots and aircrews will be briefed about border zone flight procedures.

7.10 Airspace Agreements – Memorandums of Understanding

When Special Use Airspace (SUA's), MTR's, Slow Routes (SR's), or Aerial Refueling Routes (AR's) are located over public lands administered by BLM or in areas frequently utilized for flight operations (fire or non-fire), the BLM should consider instituting an agreement with the appropriate DOD entity that schedules the airspace. Airspace agreements provide DOD and local agency dispatch centers and aviation managers with a tool that shares contact information and defines protocols for time-critical airspace de-confliction, response coordination, and resolution of issues.

A template and sample format is provided in the *NWCG Standards for Airspace Coordination*,*NWCG Standards for Airspace Coordination, Chapter 12*.

7.11 Emergency Security Control of Air Traffic (ESCAT)

ESCAT may be implemented due to an air defense emergency as directed by the North American Aerospace Defense Command (NORAD). Reference *NWCG Standards for Airspace Coordination*,Reference *NWCG Standards for Airspace Coordination,* Chapter 4.

8.0 Aviation Security – Facilities/Aircraft

8.1 Aviation Security Policy

The policies and procedures in this chapter are intended to make the theft of BLM owned or contracted aircraft more difficult and time consuming and therefore an unattractive target to potential criminals or terrorists. The BLM security program includes the following elements:

Department of Interior Security Policy: Departmental Manuals *444-1* and *352 DM 5* set forth the security requirements for all DOI aviation facilities and assigned aircraft. Reference DOI *Aviation Security Policy 352 DM 5*: http://elips.doi.gov/ELIPS/DocView.aspx?id=1107

Scope and Applicability

- To the extent applicable, the policies and procedures established herein are intended to supplement the minimum physical security standards detailed in *444 DM 1*, *Appendix A*. Nothing in this chapter reduces the requirements prescribed by *444 DM 1*, Physical Protection and Building Security, or any other requirement established by law or authority as it pertains to DOI aviation operations.
- The policies and procedures established herein are applicable to all BLM aviation facilities and aircraft owned or controlled by the DOI.
- Contractors are solely responsible for the security of their aircraft while under the control of the DOI. All DOI aviation contracts will include language describing the DOI aviation security policies applicable to contractor operations and require contractor compliance with those policies.

Definitions:
The term “aircraft operations area” (AOA) means the area within an aviation facility in which flight-capable aircraft are present for any purpose, including but not limited to the loading or unloading of cargo or passengers, refueling, maintenance, parking and storage.

The term “aviation facility” means any DOI owned or controlled real property used for aircraft landing and takeoff at which DOI owned or controlled aircraft are permanently based (352 DM5.4B)

The term “control” is used in two contexts.

- As it relates to aviation facilities, the term “control” refers to the condition existing when a BLM entity has authority to institute, modify or otherwise effect physical security changes at an aviation facility regardless of property ownership.
- As it relates to aircraft, the term “control” means “operational control” as defined in the Federal Aviation Regulations at 41 CFR 1.1: “Operational control with respect to a flight means the exercise of authority over initiating, conducting or terminating a flight.” This definition is independent of aircraft ownership.

The term “dual-lock method” means using a combination of two locking devices or methods to physically secure or disable a parked aircraft for the purpose of reducing the probability of aircraft theft and associated misuse by unauthorized persons.

The term “risk assessment” refers to the result of a combined threat and vulnerability assessment. It can generally be characterized as an analysis of the probability of serious impact or damage resulting from a known or postulated threat successfully exploiting on or more vulnerabilities.

Risk Assessment

A "risk assessment" will be conducted for each BLM aviation facility (see definition above). Each aviation facility risk assessment will be periodically reexamined and adjusted as necessary to ensure it accurately reflects current conditions. At a minimum, reexaminations shall be conducted and documented every 2 years.

Security Plans
Security plans will conform to the following conditions:

- The *"Field Reference Guide for Aviation Security for Airport or other Aviation Facilities" (AAF)* is intended to provide a standardized method of assessing aviation airport facilities. Each unit is encouraged to utilize this written document to identify the appropriate level of security planning needed. https://www.doi.gov/aviation/library/guides
- Individuals preparing aviation facility security plans can reference the TSA "*Security Guidelines for General Aviation Airports"* TSA Information Publication A-001, which is available on the TSA Website at www.tsa.gov
- The scope and depth of the aviation facility security plan should be commensurate with the size and operations complexity of the facility for which it is prepared.

Training
Employees (aircrew member minimum) involved in the control or use of aviation resources or facilities shall complete the appropriate level of aviation security training. A-116 General Awareness Security Training is available at www.iat.gov

BLM Specific Policy/Guidance:

BLM HSPD12 Policy: https://www.nifc.gov/aviation/av_BLMsecurity.html

Aviation Security Questionnaire: https://www.nifc.gov/aviation/av_BLMsecurity.html

8.2 USFS Facilities Security Assessments

Reserved

8.3 USFS Security Response Actions

Reserved

8.4 General Aviation Security Awareness Programs

The BLM utilizes the AOPA Airport Watch Program for Security Awareness:
http://www.aopa.org/airportwatch/

The Department of Homeland Security (DHS) TSA implemented a national toll free hotline that the general aviation (GA) community can use to report any "out-of-the-ordinary" event or activity at airports. The hotline is operated by the National Response Center and centralizes reporting to the appropriate local, state and federal agencies.

To report any suspicious activity at your airport- Call (866) *GA-SECURE* (866) 427-3287

8.5 Cooperators Aircraft Security

Military or government agency cooperator aircraft under DOI operational control shall adhere to their department-specific aircraft security policies.

8.6 Aircraft Physical Security Requirements

At any time an aircraft, controlled or owned by the DOI, is not directly attended by its assigned flight crew, ground crew, or government managers, it will be physically secured in a manner that disables the aircraft from being utilized.

Exceptions

- Military or government agency cooperator aircraft under DOI operational control. Such cooperator aircraft shall adhere to their department-specific aircraft security policies.
- Aircraft mechanically incapable of flight.

Security Devices: The DOI aircraft contracts specify the aircraft security measures and it is the contractors' responsibility for the aircraft security. Approved security devices require using a dual lock method consisting of any combination of anti-theft devices attached to the aircraft for the sole purpose of locking flight controls, aircraft power, or directional ground movement. Pilots and aircrews must be diligent in pre-flight procedures to prevent engine start up with security measures in place. These may include any combination of the following:

- Locking hanger doors
- Keyed Magneto, starter or master switch
- Hidden battery cut-off switches
- Throttle, mixture/fuel, fuel cut-off locks
- Control surface gust-locks; propeller locks (chain, cable, mechanical) - **(airplane only)**
- Locking wheel, chock or aircraft tie downs
- "Club-type" devices for control yoke

8.7 Aviation Facility Security Requirements

Security risk assessments will be performed on all BLM aviation facilities, temporary bases and aviation airport facilities (AAF) which meet the definition of "aviation facility", using the *DOI Field Security Guidelines for General Aviation*.

- Completed assessment should be housed within the unit's aviation plan as an appendix or chapter.

Aviation Facility Security – Suggested Enhancements

After completing the AAF Airport Characteristics Measurement tool and determining your facilities total score, reference the *Suggested Airport Security Enhancements template* included within the *Field Reference Guide for Aviation Security for Airport or other Aviation Facilities (AAF) pg. 6.*

- The total score obtained from the Airport Characteristics Measurement Tool is considered minimum mandatory security requirements.

For a more in depth list of suggested airport Security Enhancements reference TSA Information Publication A-001, *Security Guidelines for General Aviation Airports*, Appendix B: www.tsa.gov

Suggested area enhancement may include:

Signage

- Signage should be multi-lingual where appropriate.

Lighting

- Lighting type and illumination levels will comply with published Illuminating Engineering Society (IES) standards and will not supersede standard aviation guidelines governing runway lighting and nighttime flight requirements.

Fencing

- Install perimeter security fencing as needed to control access to the AOA and all other sensitive areas.
- Fence height and other characteristics will comply with standard FAA guidelines where appropriate. Where FAA guidelines are not available, minimum fencing characteristics will be sufficient to meet access control needs.

Access Control

- The number of access points should be minimized and their use and conditions regularly monitored.
- Any access point through a fence or other boundary should not only be able to control or prevent access, but also differentiate between an authorized and an unauthorized user.
- Anti-pass back, anti-piggyback and anti-tailgating systems or protocols should be implemented where appropriate.
- Gates when appropriate should be constructed and installed to the same or greater standard of security as any adjacent fencing in order to maintain the integrity of the area.
- Pedestrian/personnel gates can be constructed using a basic padlock or designed with an electrical or mechanical locks or keypad/card system.

8.8 Exceptions

If facility ownership or control constraints preclude full implementation of the identified minimum mandatory security requirements, notification must be immediately given to the NAO in writing.

- Written notification will detail the minimum mandatory security requirements(s) which cannot be implemented and the circumstances preventing the implementation. A waiver of the requirements may be requested.
- Pending the response, the facility will comply with *352 DM 5.10*, “Aircraft Physical Security Requirements.”

8.9 Transportation Security Administration (TSA)

BLM employees who are traveling on commercial airlines are personally responsible for compliance with TSA and DOT hazardous cargo regulations.

9.0 Aviation Facilities

9.1 General

All BLM aviation support facilities will be constructed, maintained, and operated in compliance to applicable regulations/direction of DOI, BLM, FAA, OSHA and lease agreements.

9.2 Aviation Facilities (Permanent and Temporary)

BLM has permanent and temporary airbases managed by the districts/field offices. Permanent air bases include heavy airtanker and SEAT retardant bases, and airplane and helibase/heliport facilities with permanent or temporary fixtures that are used on a continuous or seasonal basis. These aircraft bases of operations include government owned or leased aviation facilities on federal or non-federal land where BLM has primary responsibility for operations, maintenance and oversight. Facility base reviews shall be conducted in accordance with the *NWCG Standards for Helicopter Operations (NSHO), Appendix E;* NWCG Standards for Airtanker Base Operations (SABO) Appendix L; and *Interagency Standards for Fire and Fire Aviation Operations, Chapter 18,* as appropriate.

9.3 Temporary Operations Bases

Temporary operations bases are those that are used to support short term projects and wildland fire. These bases can be located on federal, state, local government or private land. Permission to operate on the land should be obtained prior to use. Land use agreements may have to be set up describing payment terms, use limitations and land restoration measures. For wildland fire operations the NWCG *Interagency Incident Business Management Handbook* chapter 20 (24.2) describes procedures. Only procurement officials with warrant authority may enter into agreements. For non- wildland fire situations, the state/district procurement official is the point of contact for agreements.

BLM Smokejumper Bases: The BLM Smokejumpers primary operations bases are Fairbanks, Alaska, and Boise, Idaho. Each smokejumper base has multiple sub-bases that are established to support smokejumper operations on as-needed basis. Some sub-bases are located in BLM owned facilities and some are leased.

9.4 Safety

Aviation facilities must comply with safety regulations described in DOI manuals, guides and handbooks, and the Occupational Safety and Health Administration (OSHA). Buildings, equipment and aircraft operating surfaces (helibase, airplane parking and retardant base) will be inspected annually for safety and maintenance deficiencies, by the unit aviation manager and/or unit health and safety officers.

9.5 Permanent Facility Construction Planning/Funding and Maintenance

Reference *BLM Manual 9100 - Engineering*

FAA Form 7480-1 - Notice for Construction, Alteration and Deactivation of Airports: Title 14 Code of Federal Regulations Part 157 requires all persons to notify the FAA at least 90 days before construction, alteration, activation, deactivation, or change to the status or use of a civil or joint-use (civil/military) airport. (As used herein, the term “airport” means any Landing or Takeoff Area, e.g. Airport, Heliport, Vertiport, Gliderport, Seaplane Base, Ultralight Flightpark, or Balloonport.)

9.6 BLM Owned/Operated Airstrips

Reference the document titled *Recreational Airstrips on Public Lands* located at:
https://www.nifc.gov/aviation/BLMlibrary/RecAirstipPublicLands.pdf

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13. BLM-WY Unmanned Aircraft Systems Supplement and UAS Mission Plan and Go/No Go Checklist
14. Riverton (RIW) SEATBASE PLAN
15. Greybull (GEY) SEATBASE PLAN

Appendix 0. - BLM Wyoming Aviation Organization Directory

Position	Name	E-Mail	Office Number
State Aviation Manager BLM Wyoming	Greg Reser	greser@blm.gov	(307) 775-6237
Unit Aviation Manager High Desert District	Mark Randall	mrandall@blm.gov	(307) 231-9092
Helicopter Crew Supervisor High Desert District	Scott McConchie	rmcconch@blm.gov	(307) 328-7106
Unit Aviation Manager High Plains District	Eric Chapman	echapman@blm.gov	(307) 261-7512
Unit Aviation Manager Wind River/Big Horn Basin District	Henry Gilliland	hgillila@blm.gov	(307) 349-6823

Appendix 1 - BLM National Aviation Organization Directory

Position	Name	Duty Station	E-Mail	Office Number	Cell Number
Division Chief, Aviation (FA-500)	Brad GibbsRusty Warbis	Boise, ID	bgibbs@blm.govrwarbis@blm.gov	(208) 387-5448	(208) 867-0323863-6219
Deputy Division Chief, Aviation	Glen Claypool	Boise, ID	gclaypoo@blm.gov	(208) 387-51825160	(208) 863-6219859-7506
SEAT Program Manager	Vacant	Boise, ID		(208) 387-5160	(208) 859-7506
Flight Operations Manager, Bravo 8	Don Bell	Boise, ID	dbell@blm.gov	(208) 387-5185	(541) 604-1043
Helicopter Program Manager	Bryan Bitting	Boise, ID	bbitting@blm.gov	(208) 387-5173	(208) 407-6440
Aviation Safety/ Training Advisor	Kirk Rothwell	Boise, ID	mrothwell@blm.gov	(208) 387-5879	(208) 914-8483
UAS Program Manager	Gil Dustin	Boise, ID	gdustin@blm.gov	(208) 387-5181	(970) 210-6153
UAS Operator	Bobby Eisele	Boise, ID	beisele@blm.gov		(801) 814-1357
Air Tactical Supervisor	Ken Perry	Lancaster, CA	kperry@blm.gov		(661) 350-5225
Air Tactical Pilot, Bravo 5	Andre Mascheroni	McCall, ID	amascheroni@blm.gov		(208) 501-4933
Air Tactical Pilot, Bravo 6	Greg House	Houston, TX	ghouse@blm.gov		(832) 278-3069
Air Tactical Pilot, Bravo 4	Paul Lenmark	Dillon, MT	plenmark@blm.gov		(406) 660-0257
Aviation Staff Assistant	Cindy BartoAndrea Vigil	Boise, ID	cbarto@bmm.gov avigil@blm.gov	(208) 387-5180	
Air Tactical Pilot, Bravo 9	Lisa Allen	Boise, ID	lmallen@blm.gov	(208) 387-5197	(208) 972-1677
Smokejumper Pilot	Scott Smyth	Boise, ID	ssmyth@blm.gov	(208) 387-5426	(208) 720-7660
Smokejumper Pilot	Craig Pearson	Boise, ID	cpearson@blm.gov	(208) 387-5426	(208) 616-5746
Developmental Pilot	Hans Germann	Boise, ID	hgermann@blm.gov		
Developmental Pilot	Chris Swisher	Fairbanks, AK	cswisher@blm.gov		
Air Tactical Program Manager	Steve Price	Boise, ID	sprice@blm.gov	(208) 387-5140	(208) 863-8946
SEAT Coordinator	Kristina Curtis	Boise, ID	kcurtis@blm.gov	(208) 387-5419	(208) 850-2780
Ramp Services Supervisor	Don Hubbartt	Boise, ID	dhubbart@blm.gov	(208) 387-5529	(208) 867-8518

Appendix 2 - BLM Fire Aircraft Acquisition Plan

Purpose: This plan establishes the baseline configuration and acquisition strategy for the BLM firefighting fleet composed of government-owned, exclusive use contract and any other long-term aircraft acquisitions. The plan consists of Acquisition Principles, the BLM Firefighting Aircraft Summary Table and individual Aircraft Category Acquisition Summaries.

Acquisition Responsibilities: Government-Owned, Exclusive Use and other long-term acquisitions will be initiated, managed and funded by the National Office to achieve cost efficiencies and limit uncoordinated acquisition. State and field offices have the authority to secure short-term aircraft acquisitions (On-Call, CWN, Rental).

Quality (Best Value): To the extent possible, BLM will acquire aircraft that provide the best performance, capacity, speed, technology and safety features available and affordable. Government ownership, long-term contracts, multiple-aircraft contracts, sharing of contracts and innovative procurement methods will be explored to achieve economies whenever possible. Conversion of contract aircraft to government-owned shall be analyzed for cost savings in the following prioritized categories: Utility, SMJ, ASM. Aircraft will not be secured by any procurement method until there is commitment and capability by the hosting unit to provide the appropriate management support to maximize effectiveness, i.e. staffing levels, qualifications, facilities, equipment/vehicles and administrative support.

Standardization/Interoperability: To the extent possible, BLM will acquire like make/model aircraft with standardized equipment and configuration to meet the needs of specific mission categories, regardless of geographic area. Interoperability and standardization provide the most efficiency in regards to government-owned aircraft and government pilots.

National Mobility: All Government-Owned and Exclusive Use aircraft will be considered BLM national resources and will be acquired with national mobility in mind. Hosting locations (designated bases) must be committed to providing staffing, facilities and administrative functions in support of mobilizing aircraft nationally. Aircraft specifications, requirements and payment terms will be established to facilitate long-term assignments within the lower 48 states and to/from Alaska.

Baseline Fleet Numbers & Budget Fluctuations: Baseline numbers of aircraft, by category, are currently derived from the Interagency Aviation Strategy approved by the Fire Executive Council (FEC) and NWCG in 2008. Future changes to the BLM fire aircraft fleet shall be determined by fire planning tools approved by the BLM FLT/ELT, or by other strategic interagency plans approved by the FEC/NWCG. If budget constraints dictate a reduction in core aviation assets, these reductions will be absorbed primarily in categories that have the most elastic CWN component and/or that do not impact aerial delivered firefighter capabilities (SEAT, Scooper, ATGS, and Utility). When planning tools or strategic plans indicate an increase in aircraft numbers, aircraft will be attained through CWN/On-Call procurement and hosted in locations that are best suited to logistically support both the aircraft and personnel associated.

BLM Fire Fighting Aircraft Summary Table

National Interagency Aviation Council (NIAC) Interagency Aviation Strategy

BLM FIREFIGHTING AIRCRAFT FLEET PROJECTION SUMMARY

Approved by: National Wildfire Coordinating Group and Fire Executive Council - July 2008

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
ATGS	9	9	10 (9)	10 (9)	10 (9)	10 (9)	10 (9)	10 (10)	10 (10)	10	10
ASM	3	5 (3)	5 (3)	5 (4)	5 (5)	5 (5)	5 (4)	5 (4)	5 (4)	5	5
Heli T2	6 (9)	7 (9)	8 (9)	9 (9)	10 (9)	10 (6)	10 (6)	10 (8)	10 (9)	10	10
Heli T3	18 (14)	17 (14)	16 (14)	15 (14)	14 (14)	14 (17)	14 (17)	14 (19)	14 (15)	14	14
SMJ	7	7	7	7 (7)	7 (7)	7 (7)	7 (7)	7 (7)	7 (7)	7	7
Scooper	2	2	2	2 (2)	2 (2)	2 (2)	2 (2)	2 (3)	4 (4)	4	4
SEAT	17 (12)	17	20 (14)	20 (13)	25 (11)	25 (11)	25 (33)	33 (33)	33 (33)	33	33
Utility	4	4	4 (5)	4 (5)	4 (5)	4 (5)	4 (4)	4 (5)	4 (5)	4	4
Heli T1	0	0	0	0	0	0	0	0	1 (0)	1	1
Infra-Red	0	0	0	0	0	0	0	0	0	0	0
LAT	0	0	0	0	0	0	0	0	0	0	0
Transport	0	0	0	0	0	0	0	0	0	0	0
Aircraft/YR	66 (60)	68 (65)	72 (63)	72 (63)	77 (62)	77 (62)	77 (82)	77 (89)	77 (87)	77	77

XX = Projected FY Fleet, (XX) = Actual FY Fleet

AIR ATTACK PLATFORM

PURPOSE: Multi-Purpose; Air Tactical Supervision, Fire Recon, Detection, Personnel Transport.

CURRENT SPECIFICATIONS, FAR: High wing, piston driven aircraft with air tactical type 1 avionics. Cruise speed 165 KIAS, payload of 780 lbs, and endurance of 4 hours. FAR 91, 135, 43.

MINIMUM AIRCRAFT: Aero Commander 680/690 series.

TARGET SPECIFICATIONS: High wing turbine aircraft with air tactical type 1 avionics. Cruise speed 260 KIAS, payload of 2,000 lbs, endurance of 4.5 hours, and outfitted for ATGS training (rear audio panel). Add additional VHF AM radio and air conditioning.

TARGET AIRCRAFT: Turbine Aero Commander 690.

ACQUISITION METHOD, MANDATORY PERIOD, and ACQUISITION RATIONALE: 90 Days Exclusive use Exclusive Use contracting provides economical acquisition that must be dedicated to air tactical needs during in a 3-4 month period. Although multi-purpose aircraft is suited for a wide variety of non-fire missions, sufficient work does not exist in off-season to warrant longer contracts or government-owned procurement.

FLIGHT CREW: Vendor Provided.

CURRENT TOTAL: 10 - TARGET TOTAL: 10

HOSTING LOCATION(s): Ontario, NAO (Training) Grand Junction, Boise, Pocatello, Salt Lake City, Billings/Fairbanks, Cedar City, Stead, Roswell/Twin Falls and Elko.

AERIAL SUPERVISION MODULE

PURPOSE: Multi-Purpose; Air Tactical Supervision, Leadplane, Recon and Training.

CURRENT SPECIFICATIONS, FAR: Multi-engine turbine airplanes, IFR single-pilot and approved for flight into known icing conditions; Single-engine service ceiling @ ISA > 12,000 Ft; 200 KIAS cruise speed @ 75% power; Fuel endurance @ 75% power > 4.0 hrs; Type 1 avionics package with the addition of 1 AM, 1 FM, TCAS, and smoke system. 14 CFR Parts 23, 43, 91, and 135.

MINIMUM AIRCRAFT: King Air 90

TARGET SPECIFICATIONS: The items listed above under current specifications including total airframe times < 10,000 hrs, pressurization and visibility enhancements; fuel endurance @ 75% power > 4.5 hrs; capacity to carry three people at 250 each including gear, able to operate out of

all current LAT bases at average summer temperatures and increased cruise speeds of 275 knot TAS.

TARGET AIRCRAFT: King Air 200

ACQUISITION METHOD, MANDATORY PERIOD, and ACQUISITION RATIONALE: 180 Days Exclusive-Use Contract IDIQ. The predominate aircraft use is fire related, national in scope, seasons vary in length and intensity from year to year. The 180 day IDIQ contract gives the agency the ability to maximize aircraft use and availability during the length of the season and then use CWN aircraft during peak use months or for specific coverage periods. Government ownership should be explored.

FLIGHT CREW: Government Provided

CURRENT TOTAL: 4 - TARGET TOTAL: 5

HOSTING LOCATION(s): Boise, Idaho Falls, Houston, Dillon, and McCall.

TYPE II HELICOPTERS

PURPOSE: Multi-Purpose; Tactical, Logistical.

CURRENT SPECIFICATIONS, FAR: Turbine engine Single pilot helicopter; Economy Cruise Speed of 95 KIAS. Range of 250NM. Passenger capacity of 9 and HOGE-J of 1,650lbs. @ 7,000 & 25c.; External Load Weight Indicator in cockpit; Wire strike protection system (mechanical); Two panel-mounted VHF-AM and two panel-mounted VHF-FM radios; One Automated Flight Following System; Panel mounted GPS ; Vendor supplied fuel servicing vehicle with operator and vendor provided mechanic. FAR 133, 135, 137.

MINIMUM AIRCRAFT: Bell 205++; Bell 210; Bell 214; Bell 212- HP.

TARGET SPECIFICATIONS: Single pilot helicopter; Economy Cruise Speed of 135 KIAS. Range of 500NM. Twin engine and FAR Part 29 Certificated. Passenger capacity of 9 and HOGE-J of 2,000lbs. @ 7,000 & 25c. GPS XM weather display capabilities, Hoist, cargo let-down, and/or Rope Assisted Deployment System and voice data recorders may be requested.

TARGET AIRCRAFT: Agusta Westland 139; Eurocopter 155B1; Eurocopter EC145; Siskorsky S-70C.

ACQUISITION METHOD, MANDATORY PERIOD, and ACQUISITION RATIONALE: 90-130 Days. The predominate aircraft missions are fire related; seasonal in nature. Although well suited to many non-fire applications, there is minimal need outside of fire season to justify government-owned or long-term contracts. Efficiencies may be realized by sharing >130 day contracts within agency or with other federal agencies.

FLIGHT CREW: Vendor Provided.

CURRENT TOTAL: 8 - TARGET TOTAL: 10

HOSTING LOCATION(s): Apple Valley, CA-1 Lakeview, OR-1 Fort Wainwright-2, Fort Yukon-1 Galena-1, Burns, OR -1, Twin Falls, ID -1.

TYPE III HELICOPTERS

PURPOSE: Multi-Purpose; Tactical, Logistical.

CURRENT SPECIFICATIONS, FAR: Single pilot Turbine engine helicopter; Economy Cruise Speed of 120 KIAS. Range of 300NM. Passenger capacity of 5 and HOGE-J of 900 lbs. @ 7,000 & 25c. External Load Weight Indicator in cockpit; Wire strike protection system (mechanical); Two panel-mounted VHF-AM and two panel-mounted VHF-FM radios; One Automated Flight Following System; Panel mounted GPS. Vendor supplied fuel servicing vehicle with operator. FAR 133, 135, 137, Part 127 Certification.

MINIMUM AIRCRAFT: Eurocopter AS-350B3; Bell 407.

TARGET SPECIFICATIONS: Single pilot Turbine engine helicopter; Economy Cruise Speed of 130 KIAS. Range of 350NM. FAR Part 27 Certificated. Passenger capacity of 5 and HOGE-J of 1,200 lbs. @ 7,000 & 25c. GPS XM weather display capabilities, Hoist, cargo let-down and voice data recorders may be requested.

TARGET AIRCRAFT: Eurocopter AS-350B3; Agusta Westland AW-119 Koala; Bell 407.

ACQUISITION METHOD, MANDATORY PERIOD, and ACQUISITION RATIONALE: 90-130 Days Exclusive Use Contract. The predominate aircraft missions are fire related; seasonal in nature. Although well suited to many non-fire applications, not enough requirement outside of fire season to justify government-owned or long-term contracts. Efficiencies may be realized by sharing >120 day contracts between geographic areas with dissimilar fire seasons.

FLIGHT CREW: Vendor Provided.

CURRENT TOTAL: 15 - TARGET TOTAL: 14

HOSTING LOCATION(s): Fort Wainwright (2), Elko, Galena, Ely, St. George, Las Vegas, Weaver Mtn. /Lewistown, Vale, Ravendale, Moab, Rifle, Salt Lake, Miles City, Rawlins.

SMOKEJUMPER PLATFORM

PURPOSE: Multi-Purpose; SMJ Deployment, Para Cargo Delivery.

CURRENT SPECIFICATIONS, FAR: Required Seats 6 (min). Minimum payload 3,000 pounds. Endurance with designated jumpload 2.5 Hours. Maximum 1.3 Vs1 in smokejumper configuration 105 KIAS. FAR 91, 135, 121.

MINIMUM AIRCRAFT: BE-90, BE-99A, BE-200, DHC-6 100/200/300, Casa 212, 100/200/300, DC3TP, Dornier 228, C-23 A/SD-330, C208B.

TARGET SPECIFICATIONS: Turning capability into dead engine at 1.3VSO (Center of gravity related to payload compartment of two jumpers and two spotters at door should be considered). Maneuverability at drop speeds. Minimum stable jumper drop speed (not to exceed 100 knots) Flight and environment characteristics with door removed. FAA certified to fly with door removed. Engine compatibility to wide range of power and negative thrust. Minimum stable cargo drop speed of less than 120 KIAS. Trim change with speed and power variations. Straightforward and easy to manage systems. Meets minimum one engine out (critical engine) service ceiling policy (9000 feet density altitude at -3 o C with a capability of 50 feet per minute rate of climb). Minimum jumper exit door size must be at least 25 inches wide and at least 36 inches high. Provisions for restraint of smokejumpers.

TARGET AIRCRAFT: Same as minimum aircraft (SASES list).

ACQUISITION METHOD, MANDATORY PERIOD, and ACQUISITION RATIONALE: 6 Exclusive Use Contract/1 Government-Owned Aircraft. 90-120-365 Days. Aircraft missions are fire related; seasonal in nature. Although well suited to many non-fire applications, not enough requirements outside of fire season currently justify an entire government owned category. One government-owned aircraft provides leveling competition to a limited contractor pool. Where costs can be sustainably reduced, additional government-owned aircraft may be cost-effective.
Vendor provided (6 aircraft), Government provided (1 aircraft).

CURRENT TOTAL: 7 - TARGET TOTAL: 7

HOSTING LOCATION(s): Fort Wainwright (3) contract, Boise (1) Fleet, (2) Contract, Fort Wainwright/Boise (1) shared contract.

SCOOPERS Type 3 (800 to 1,799 gallons)

PURPOSE: Single-Purpose; Purpose Built, Tactical.

CURRENT SPECIFICATIONS, FAR: Multi-engine piston or turbine water scooping tanker airplanes specifically designed for firefighting; minimum tank capacity of 1400 gallons of water; minimum payload of 1000 U.S.G of water with 3.5 hours of fuel @ 3000’ PA, 25°C; minimum cruise speed of 150 KIAS, TAS. Drop speed of 125 KIAS; 4 hours endurance at maximum cruise power and optimum altitude with 45 minute fuel reserve; Capable of operating from a 5000’ gravel surface at certified takeoff weight @ 3,000’ PA and 25°C; Airplanes offered shall be approved by the U.S. Department of Agriculture/U.S. Department of the Interior Interagency

Airtanker Board; The original equipment manufacturer (OEM) must provide engineering and logistical support for the aircraft make and model offered Part 137.

MINIMUM AIRCRAFT: CL-215.

TARGET SPECIFICATIONS: Multi-engine turbine water scooping tanker airplanes specifically designed for firefighting; minimum tank capacity of 1600 gallons of water; Minimum payload of 1000 U.S.G of water with 3.5 hours of fuel @ 3000' PA, 25°C; Minimum cruise speed of 170 KIAS. Drop speed of 125 KIAS; 4 hours endurance at maximum cruise power and optimum altitude with 45 minute fuel reserve; Capable of operating from a 5000' gravel surface at certified takeoff weight @ 3,000' PA and 25°C; Airplanes offered shall be approved by the U.S. Department of Agriculture/U.S. Department of the Interior Interagency Airtanker Board; The original equipment manufacturer (OEM) must provide engineering and logistical support for the aircraft make and model offered.

TARGET AIRCRAFT: CL215T, and/or CL-415.

ACQUISITION METHOD, MANDATORY PERIOD, and ACQUISITION RATIONALE: Minimum 80 Days Exclusive Use Contract. The aircraft are single-purpose with only seasonal use applications. Limited number of aircraft are owned and operated in the private sector. Exclusive Use contracts of at least 80 days provide adequate incentive to industry to maintain and provide these aircraft for use by the Federal Government. Establish/maintain On-Call and Variable Term contracts to provide an avenue for new vendors to establish a contract history with the Federal Government and compete for Exclusive Use contracts in the future.

FLIGHT CREW: Vendor Provided.

CURRENT TOTAL: 0 TARGET - TOTAL: 2

HOSTING LOCATION(s): Fort Wainwright AK.

SCOOPERS Type 4 (Maximum of 799 gallons)

PURPOSE: Single-Purpose; Purpose Built, Tactical.

CURRENT SPECIFICATIONS: Amphibious Air Tractor 802F-Turbine powered PWC PT6A-67F (minimum 1600 SHP) or equivalent. Interagency Airtanker Board (IAB) approved Type 3 Air Tank/Gate system. Aircraft tank capacity of 800 US gallons. Aircraft needs to be capable of dispensing both water and fire retardant. Endurance of 2 hours and 30 minutes, 650 gallons of water, 200 lb. pilot at 3000' PA 25 degrees Celsius. Aircraft capable of operating from 5,000 ft. gravel runway at certified gross takeoff weight @ 3,000 ft. PA and 25C. Cruise airspeed of at least 140 kts true airspeed. Aircraft must have the IAB approved or Interim approved gate installed on the aircraft. The original equipment manufacturer (OEM) must provide engineering and logistical support for the aircraft make and model offered Part 137.

MINIMUM AIRCRAFT: Amphibious AT-802F PT6 67F “Fire Boss”

TARGET SPECIFICATIONS and TARGET AIRCRAFT: Are the same as the specifications outlined above in Current Specifications.

ACQUISITION METHOD, MANDATORY PERIOD, and ACQUISITION RATIONALE: Establish/maintain On-Call contracts to provide an avenue for new vendors to establish a contract history with the Federal Government and compete for Exclusive Use contracts in the future.

FLIGHT CREW: Vendor Provided.

CURRENT TOTAL: 4 - TARGET TOTAL: 4

HOSTING LOCATION(s): Fort Wainwright AK

SINGLE ENGINE AIRTANKERS

PURPOSE: Single Purpose; Tactical Retardant & Suppressant Delivery.

CURRENT SPECIFICATIONS, FAR: Single pilot turbine engine agricultural application type aircraft modified to the aerial retardant delivery role. “On Call” contract specifications are: low wing, tank size of 500 U.S. gallons, and payload of 4,600 pounds. They are capable of operating with the above payload at a pressure altitude of 7000 feet at an outside temperature (OAT) of 30 degrees Celsius. Endurance of at least 1.5 hours with full contract load of retardant at 75% max rated power. Part 137, 91, and various sections of Part 135.

MINIMUM AIRCRAFT: Ayres thrush S2rT-45, Dromader M18T, G-10 w/500 gallon tank.

TARGET SPECIFICATIONS: Single pilot turbine engine agricultural application type aircraft modified to the aerial retardant delivery role. Contract specifications are: low wing, tank size of 700+ U.S. gallons, payload of 6,440 pounds. Capable of operating with the above payload at a pressure altitude of 7000 feet at an outside temperature (OAT) of 30 degrees Celsius. Endurance of at least 1.5 hours with full contract load of retardant at 75% max rated power.

TARGET AIRCRAFT: Air Tractor 802.

ACQUISITION METHOD, MANDATORY PERIOD, and ACQUISITION RATIONALE: 60 day Exclusive Use Contract. Aircraft are mission specific and must be modified from the standard agricultural application aircraft, as delivered from the manufacturers. As a retardant delivery aircraft there are no other use for these types of aircraft. Significant efficiencies would be realized with longer term Exclusive Use contracts (90 to 120 day periods) for a larger number of total aircraft. This would reduce the government’s dependence on higher priced On-Call contracts during peak periods during the fire season.

FLIGHT CREW: Vendor Provided.

CURRENT TOTAL: 33 - TARGET TOTAL; 33

HOSTING LOCATION(s): Initial distribution to GACC's; Southwest (7), Great Basin (14), Rocky Mountain (5), Northwest (4) Northern Rockies (3). Contracts have staggered start dates. As fire season progresses from south to north so will the SEATS based on forecasted and existing fire load.

UTILITY FIXED-WING

PURPOSE: Multi-purpose; Logistical, Cargo & Personnel Transport, Law Enforcement.

CURRENT SPECIFICATIONS, FAR: Single engine or Multi-engine, airplane allowing unobstructed downward and lateral views from right front cockpit seat. They are capable of short gravel airstrip operations. FAR part 135.

MINIMUM AIRCRAFT: C-206, AC-680, CC-180.

TARGET SPECIFICATIONS: In addition to the current specifications listed above: Single-engine or Multi-engine, turbine aircraft. WAAS-enabled GPS.

TARGET AIRCRAFT: C-206, AC-680, AC-690, PC-12 or C-208, K-100.

ACQUISITION METHOD, MANDATORY PERIOD, and ACQUISITION RATIONALE: 60-120 Days Exclusive Use Contract/Government Owned Multipurpose aircraft suited well to fire and non-fire missions. Amount of resource work outside of fire season may justify only one government-owned utility aircraft.

FLIGHT CREW: Contractor Provided/Government Provided for the PC-12.

CURRENT TOTAL: 5 - TARGET TOTAL: 6

HOSTING LOCATION(s): Based in Fairbanks AK (1 aircraft shared with L-48, Aug - Feb).

Appendix 3 - SES Flight Scheduling Guide

These flights are typically requested through the SAM however some of the responsibilities may be delegated to UAMs (refer to applicable State Aviation Plan for specifics).

The OAS-110 will be utilized as the parent or cover document for additional pages of documentation. Additional information regarding SES flight scheduling to include *OPM-7* and OAS-110 Form is located at: https://www.doi.gov/aviation/library/opm

1. Gather information needed to develop the flight plan and OAS-110.
   - Determine the nature of flight. Is it-point-to-point, mission, special use, etc.?
   - Determine the proposed itinerary/schedule requirements.
   - Determine any special needs: security, dual-pilot crew, etc.
   - Assess and consider any travel schedule time limitations for SES employees and time needed to accomplish objectives.
   - Names, passenger and baggage weights, salaries. (If only annual salaries are available, multiply that number by 1.2 and divide by 2087 to derive the approximate hourly salary.)

2. Notify solicitor of impending request (courtesy call) at least a week to ten days prior to the proposed flight.

3. Conduct research and document cost estimate for the elements in each of these three options.

   a. Scheduled commercial air carrier (not applicable for mission flights)
      - Use only contract travel agency quotes to determine airfare estimates.
      - Does itinerary meet time frame requirements?
      - Cost of airfare and booking fees
      - Cost of rental car from airport to meeting location
      - Additional lodging and per diem costs incurred if traveling by airline
      - Total employee salaries for time spent in travel status. (Add one hour of preflight airport time to the flight time, plus time spent driving rental car to location where fleet or charter aircraft would have otherwise flown to any locations not served by airlines.)

   b. Fleet Aircraft
      - Confirm if fleet aircraft are even available within reasonable distance.
      - Include ferry flight time and standby costs with passenger transport flight time estimate.
      - Document total salaries for employee's time spent flying on fleet aircraft.

   c. Charter Operators
      - Use only established contract vendors with carded pilots and aircraft capable of carrying the required passenger manifest and weight.
      - Compare two or more competing vendors using the AQD-91 form; maintain documentation in local files and use the best-value vendor in the OAS-110 cost analysis.
      - Include ferry flight costs, guaranteed time, and standby rates (if applicable) in cost estimate.

4. Determine the cost for each of the three options above and document on the OAS-110. Document and forward an explanation why any of the three options was not considered possible or reasonable. Examples:
   - Proposed flight is a reconnaissance mission that can't be performed by scheduled air carriers.
   - Scheduled airline service cannot meet SES employee time constraints or schedule, or would incur additional days in travel status. (Forward itinerary and additional salaries that would be incurred to illustrate infeasibility.)

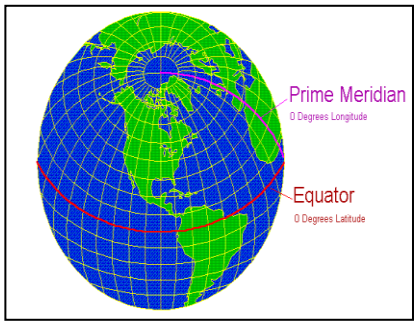
5. Forward the completed OAS-110 and attached documentation to the Solicitor through the SAM, or with courtesy copy sent to the SAM (refer to specific State Aviation policy).

6. Be sure a qualified Flight Manager is assigned to tend to the safety requirements and administrative details associated with the flight.

7. A Project Aviation Safety Plan (PASP) should be developed for all SES Mission Flights, even those deemed to be "one-time, non-complex." A 9400-1a (or equivalent) may be used as a supplemental manifest and flight tracking device on point-to-point flights.

8. The SAM will report any SES flight hours to the NAO twice each year (October 1 and April 1).

Appendix 4 – Latitude/ Longitude Information



If coordinates are wrong…

- Risk/danger/liability goes up
- Calculations become erroneous (weight/distance/fuel ratios)
- People can't find the "right" spot
- Data goes onto maps in the wrong place
- We look bad as an organization, a unit, an individual
- Contractors/pilots become angry/confused/frustrated and loss trust in our dispatching system.

Latitude

- Parallel east-west lines
- Measures 90º North and 90º South of equator

Longitude

- Lines run south to north.
- Measures east and west of the prime meridian
- Lines converge at North and South poles

Common Formats

Format	Example
Decimal Degrees (DDD.DDDDDº)	64.84052º N by 147.60437º W
Degrees and Decimal Minutes (DDDº MM.MMM')	64º 50.431' N by W 147º 36.262' W
Degrees, Minutes and Seconds (DDDº MM' SS.S")	64º 50' 25.5" N by W 147º 36' 15.5" W

	Notation
Degrees	º
Minutes	'
Seconds	"
Decimal	.
Hemisphere	N, S, E, W or -

On-line Calculators for converting between Formats:
http://www.fcc.gov/mb/audio/bickel/DDDMMSS-decimal.html
http://www.calculatorcat.com/latitude_longitude.phtml

GPS Datums

- Datums define the origin and orientation of latitude/longitude lines
- Describing a place by lat/long is not good enough. The datum must also be stated.
- Changing the datum changes the lat/long of a point on the surface of the Earth
- There are hundreds of different Datums, agencies use different Datums.
- Referencing lat/long coordinates to the wrong datum can result in position errors of hundreds of meters

Know your agency's standard Format and Datum

- BLM Aviation (Degrees and Decimal Minutes, WGS84)

- BLM GIS (Various)
- TFRs (Degrees, Minutes and Seconds, WGS84). US NOTAM OFFICE FORMAT ddmmssN/dddmmssW
- BLM Fire (Degrees and Decimal Minutes, WGS84)
- FAA Temporary Flight Restrictions (Degrees, Minutes and Seconds). US NOTAM OFFICE FORMAT ddmmssN/dddmmssW

Remember…

- Use only ONE period/decimal point when writing a latitude or longitude in Decimal Degrees, or Degrees, Minutes and Seconds.
- Do NOT use periods/decimal points for degrees or minutes when writing a latitude or longitude in Degrees, Minutes and Seconds
- There can NEVER be more than 60 seconds in Degrees, Minutes and Seconds format
- Do NOT mix formats
- Know and use proper Datum

Appendix 5 - BLM SAFECOM Management Roles

POSITION	AUTHORITY	RESPONSIBILITIES	CRITICAL NOTES
Individual	Submission	Fills out the SAFECOM form, completing all required fields including initial determination of Operational Control. Completes the Original Text in both the Narrative and Corrective Action fields. Consults with mission personnel prior to submitting electronically to OAS and hardcopy to UAM.	Fill out completely and accurately. Report only the facts. Narratives should be brief and concise.
BLM UAM	Submission	If only a hardcopy has been submitted, submits electronically to OAS.	X
	E-Mail Notification	Receives e-mail notification of all initial, modified and completed SAFECOMs identifying their BLM Field Office as having operational control.	Provide feedback to person submitting (unless anonymous)
	Corrective Actions	Takes corrective action at the local level and describes these actions in the Public Text area of the Corrective Action field. Include your Job Title (do not enter personal information)	Must treat all corrective action descriptions as if they were public.
BLM State Aviation Manager	E-Mail Notification	Receives e-mail notification of all initial, corrective action, modified and completed SAFECOMs identifying BLM operational control within their State.	Coordinate with UAM.
	Corrective Actions	Review all information. May take and document additional corrective actions.	X
	Modify Actions	Authority to change all SAFECOM information (except for name of the submitter and the original narrative).	Coordinate with UAM. Verify and amend all info for accuracy.
	Operational Control	Make final determination of the Agency, State/Region and Field Unit that has Operational Control.	Determines who will receive e-mail notification.
	Category	Select the appropriate category to classify the SAFECOM.	Multiple categories possible.
	Make Public	Copies Original Text into the Public Text area for both the Narrative and Corrective Action fields. Sanitizes the Public Text. Makes the SAFECOM “Public” (if overly sensitive, consult with NAO before making public)	Ensures all Public Text is sanitized in Narrative & Corrective Action fields prior to making public.
BLM National Aviation Safety Advisor	E-Mail Notification	Receives e-mail notification of all initial, corrective action, modified and completed SAFECOMs nationwide that identify BLM operational control.	Coordinate with SAM.
	Corrective Actions	Takes additional corrective actions, if necessary, and documents on the SAFECOM.	Coordinate with SAM
	Modify Actions	Authority to change all SAFECOM information (except for name of submitter and the original narrative).	X
	Make Public	Has the authority to sanitize information and make the SAFECOM “public” (if not already done at the State level). Coordinates with OAS.	Ensures all Public Text is sanitized in Narrative & Corrective Action fields prior to making public.
	Completion	Has the authority to make the SAFECOM “complete”.	X
	Distribution	Distributes all “Public” BLM SAFECOMs to BLM SAMs and Other Agencies.	Coordinates with OAS.
	Designates Users	Authority to identify all BLM users and their appropriate permission levels. Must notify OAS of additional users/changes/updates.	Coordinates with OAS.
	Out of Agency	Authorized to review other agency “Public” SAFECOMs. Read Only!	X
Elevated Safecoms	All Actions	OAS or NAO recommends SAFECOM be elevated. NAO-Safety retains control of Elevated SAFECOM and coordinates with SAM for proposed action. Coordination will take place with the SAM to gather detailed documentation.	Action may include lessons learned write up, safety alert etc. Important to follow up with Contracting Officer through the chain of command if aircraft or personnel are not meeting contract specifications.
	Make Public	NAO-Safety will make SAFECOM public with concurrence of SAM. Pictures, reports and sensitive material may or may not be made public but will be accessible to those with modify access.	Elevated SAFECOMs will not be made “Public” until investigation has been completed.

Appendix 6 - OAS Aviation Program Evaluation Schedule

2017 –New Mexico, Wyoming

2018 – Colorado, Nevada, California

2019 – Oregon/ Washington, Utah, NAO

2020 – Idaho, Montana, Eastern States

2021 – Alaska, Arizona

2022 –New Mexico, Wyoming

2023 – Colorado, California

2024 – NAO, Nevada

2025 – Oregon/ Washington, Utah

2026 – Idaho, Montana, Eastern States

Appendix 7 - BLM Cargo Letdown Operation

-See National Aviation Plan Appendix 7.

Appendix 8 - BLM Smokejumper Positions to Interagency Aviation Training (IAT) Functional Crosswalk

BLM Position	IAT Positions										
	Passenger	Aircrew Member	Fixed Wing Flight Manger	Fixed Wing Flight Manager Special Use	Helicopter Flight Manager	Resource Helicopter Manager	Aviation Dispatcher	Project Aviation Manager	Aviation Manager	Supervisor	Aviation Technical Specialist
Smokejumper	X	X									
Smokejumper Spotter	X	X	X	X							
Paracargo Head Kicker	X	X	X	X							

* IAT position descriptions can be referenced within the IAT Guide @ www.iat.gov

BLM Smokejumper position Functional Crosswalk

The BLM Functional Crosswalk only applies when operating within the smokejumper program mission description. **No equivalencies are granted for single resource qualifications outside of smokejumper operations**.

Example: As a Qualified and Current Fire Smokejumper Spotter, BLM recognizes that a person's ability to successfully function as a Passenger, Aircrew Member, Fixed Wing Flight Manager and Fixed Wing Flight Manager – Special Use, for non-fire aviation jobs described in *OPM-4* and the *IAT Guide*.

Note 2: Any BLM employee qualified in the above identified BLM position listed within Smokejumper related Guides or Manuals are also able to function in that position in a non-fire assignment. Ex: Individual qualified to perform as a Paracargo Head Kicker on a fire incident can also be a Fixed Wing Flight Manager on a resource paracargo mission.

Definitions and Reference

Smokejumper – An experienced professional fireman who is trained to parachute into wildfires in remote areas and in rugged terrain.

- Referenced in the Interagency Smokejumpers Pilot Operating Guide (ISPOG)

Smokejumper Spotter – A senior smokejumper who is trained to be in-charge of smokejumper missions.

- Referenced in the Interagency Smokejumpers Pilot Operating Guide (ISPOG), Spotter Training Manual & Smokejumper Spotter Video.

Paracargo Head Kicker – A senior paracargo specialist who is trained to be in-charge of paracargo missions.

- Referenced in the BLM Smokejumper Paracargo Manual.

Appendix 9 - BLM Fleet Aircraft Standard Operations Procedures

The Bureau of Land Management currently operates seven fleet aircraft, N49SJ, N190PE, N700FW, N618, N162GC, N437CC and N32PX. The following procedures will be utilized for all BLM fleet aircraft.

Administration

Aircraft
N49SJ, N190PE, N32PX, N700FW, N618, N162GC, and N437CC are DOI owned aircraft operated by the BLM. N49SJ, N618, N162GC and N190PE are Boise based and maintenance is managed through OAS Headquarters in Boise ID. N32PX, N700FW and N437CC are Alaska based and maintenance is managed through Alaska Region OAS in Anchorage.

N49SJ – DE Havilland DHC-6-300 Twin Otter
BLM NAO maintains overall management responsibility. The aircraft is assigned to the Boise Smokejumpers.

N618 and N162GC – Beechcraft Super King Air B200
BLM NAO maintains overall management responsibility. The aircraft is assigned to the National Aviation Office.

N190PE – Pilatus PC-12
BLM NAO maintains overall management responsibility. The aircraft is assigned to Alaska Fire Service a portion of the year and Boise NAO the balance of that year.

- N190PE core use period will be mid-April through mid-September as dictated by conditions.
- The Aircraft will transition to Alaska as negotiated with AFS and the BLM National Flight Operations Manager. That will usually occur on or around mid-April depending upon anticipated needs.
- The Aircraft will transition to Boise from Alaska when negotiated by AFS and the NAO Flight Operations Manager.
- Funding for the transition to Boise will be done under a resource order or as designated by the NAO Flight Operations Manager.

N700FW – Quest Kodiak K-100
BLM NAO maintains overall management responsibility. The aircraft is assigned to Alaska Fire Service a portion of the year and Boise NAO the balance of that year.

- N700FW core use period will be mid-April through mid-September as dictated by conditions.
- The Aircraft will transition to Alaska as negotiated with AFS and the BLM National Flight Operations Manager. That will usually occur on or around mid-April depending upon anticipated needs.
- The Aircraft will transition to Boise from Alaska when negotiated by AFS and the NAO Flight Operations Manager.

Funding for the transition to Boise will be done under a resource order or as designated by the NAO Flight Operations Manager.

N32PX – Cessna U206F
The BLM Alaska-Office of Law Enforcement and Security will have primary use of the aircraft through the calendar year flown by OAS carded BLM-AK law enforcement pilots. The

management of the aircraft will fall under the State Aviation Office with mission management under ADO and Anchorage Interagency Dispatch Center.

N437CC – Cub Crafters CC-18-180
The BLM Alaska-Office of Law Enforcement and Security will have primary use of the aircraft through the calendar year flown by OAS carded BLM-AK law enforcement pilots. The management of the aircraft will fall under the State Aviation Office with mission management under FDO and Anchorage Interagency Dispatch Center.

Pilots
Pilots seeking to be qualified in BLM aircraft will be approved through the NAO and must attend an approved simulator training course in that aircraft type. If no simulator training is available, a training plan will be developed to meet the training needs of the Pilot and approved by the NAO.

Staffing
BLM aircraft are staffed to meet the appropriate mission as denoted below.

Lower 48 Staffing
- N49SJ: Primary staffing will be provided by FA-500. During the fire season the goal is that the aircraft is staffed 7 days a week.
- N190PE, N700FW: Primary staffing will be provided by BLM Alaska during the core operational use.
- N618 and N162GC: Primary staffing will be provided by the BLM NAO.
- N437CC: N/A
- N32PX: N/A
- The Temporary Duty Assignment for the Alaska pilot while in the L48 will allow travel to the domicile or equivalent at the end of a 27 day period.
- Outside of the core use period the NAO Flight Operations Manager will prescribe staffing levels with available pilots.

Alaska Staffing
- N190PE, N700FW: The aircraft will be staffed on a 12 on, 2 off schedule during the Alaska use period. Days off will be established so as to not coincide with the scheduled days off of other logistics aircraft.
- N32PX: The aircraft will be staffed to meet the needs of the Anchorage Field Office.
- N437CC: The aircraft will be staffed to meet the needs of the Fairbanks Field Office.

Fleet Aircraft Use Report Manager (AURM)
The AURM is used within DOI for government owned “Fleet” aircraft billing to create aircraft use report data files which are emailed to OASfleetmanager@ios.doi.gov for uploading into the FBMS system. Download the latest version of the AURM from the OAS website. OAS Technical Services has also developed a "next generation" Aircraft Use Report Manager application for iPads. Because the **AURMA** is not released to the public, it is not available on the iTunes app store. Instead, contact Sherry Lambert (208-433-5084, shery_lambert@ios.doi.gov)

Fuel

Lower 48
When utilizing either the Government Multiservice Aircard or the OAS MasterCard, fleet aircraft will attempt to purchase fuel at a DOD Vendor.
- Record flight time under the pay item code “FW” (Wet Rate) on the OASAURM when receiving fuel from these locations.

- Receipts for fuel purchased through the Government Aircard Multiservice program will be mailed directly to OAS Fleet Activities Specialist (Andrea Peckham) weekly.
- Fuel or other items (oil, maintenance, etc.) purchased with the OAS MasterCard will follow OAS requirements, and signed statements with receipts will be provided in the requisite time and format to the appropriate authority.
- Both fleet aircraft may purchase fuel through the NIFC ramp and no charge code is required. Fuel is part of the flight rate on both fleet aircraft.
- NIFC ramp fuel receipts must be submitted in the same manner as the Government Aircard program, IE weekly to OAS Fleet Activities Specialist.

Alaska
Alaska Fire Service has fueling contracts for Fort Wainwright and Galena. Record flight time under the pay item code "DF" (Dry Rate) on the OAS AURM when receiving fuel from these locations. Fuel received at these locations will be recorded on an OAS-59 provided to the pilot by the fueler.

Navigation/Charting data base updates
The data bases will be purchased by the BLM Aviation Office through the aircraft account. Those services (electronic and paper) will be updated by the pilot currently assigned to the aircraft in the requisite time intervals specified.

Aircraft Mission

N49SJ
Primary mission is as a Smokejumper aircraft.
- During fire season the aircraft is staffed 7 days a week.
- Outside of fire season this aircraft is staffed during normal business hours.
- While this aircraft is not in fire season aircraft maintenance is sought during normal business hours.
- During fire season maintenance support is encouraged to use extraordinary measures (overtime, AOG parts, charter aircraft to transport maintenance personnel and/or parts, etc…) to keep the aircraft in flight status per the maintenance procedures that follow.

N190PE
- Primary mission as a multi-role utility, Air Attack and logistics aircraft.
- During the core use period this aircraft is staffed at single pilot duty requirements. 12 on 2 off or 6 on and 1 off with a maximum of 14 hour duty days.
- During the non-core use period the aircraft is staffed as the NAO Flight Operations Manager requires.
- During all operations maintenance support is sought during normal business hours as determined by the maintenance procedures that follow.
- There is currently no provision for a relief pilot in the core use period.
- The in-flight opening door is approved for use for photogrammetry.
- Special Use (<500" AGL) require an ALSE approved flight helmet.

N700FW
- Primary mission as a multi-role utility, Air Attack and logistics aircraft.
- During the core use period this aircraft is staffed at single pilot duty requirements which are 12 on 2 off or 6 on and 1 off with a maximum of 14 hour duty days.
- During the non-core use period the aircraft is staffed as the NAO Flight Operations Manager requires.
- During all operations maintenance support is sought during normal business hours as determined by the maintenance procedures that follow.

- There is currently no provision for a relief pilot in the core use period.
- Special Use (<500" AGL) require an ALSE approved flight helmet.

N618 and N162GC

- Primary mission as an ASM/Leadplane aircraft.
- During the core use period these aircraft is staffed at single pilot duty requirements which are 12 on 2 off or 6 on and 1 off with a maximum of 14 hour duty days.
- During the non-core use period these aircraft is staffed as the NAO Flight Operations Manager requires.
- While these aircraft are not in fire season aircraft maintenance is sought during normal business hours.
- During fire season maintenance support is encouraged to use extraordinary measures (overtime, AOG parts, charter aircraft to transport maintenance personnel and/or parts, etc…) to keep the aircraft in flight status per the maintenance procedures that follow.
- N618 and N162GC meet all the requirements to perform ASM and Leadplane missions; Air Tactical missions must be conducted only with qualified ATP/LPIL/AITS.
- There is currently no provision for a relief pilot in the core use period.
- The in-flight opening door is not approved for use at this time.

N32PX

- Primary mission to support the BLM's Law Enforcement program.
- Enhanced patrol and investigative coverage to lands and resources that were previously unpatrolled for their remoteness and distance from Anchorage and the state's road system.

N437CC

- Primary mission to support the BLM's Law Enforcement program.
- Enhanced patrol and investigative coverage to lands and resources that were previously unpatrolled for their remoteness and distance from Fairbanks and the state's road system.

Single Engine Operations

351 DM 1.3 provides authorization for DOI aircraft to perform night and IFR operations in Single Engine aircraft.

United States Forest Service FSM 5716 provides authorization for the Forest Service to perform night and IFR operations in Single Engine aircraft.

Aircraft Scheduling

N49SJ
Scheduled through the Boise Smokejumpers.

N190PE
Scheduled by Alaska Interagency Coordination Center (AICC), Aircraft Desk while in Alaska or the National Interagency Coordination Center (NICC) while in the Lower 48. During the non-core use period the NAO Flight Operations Manager will schedule the aircraft.

N618 and N162GC
Scheduled through NAO Flight Operations Manager/Boise Interagency Dispatch Center.

N700FW
Scheduled by Upper Yukon Dispatch Center, Aircraft Desk while in Alaska or the National Interagency Coordination Center (NICC) while in the Lower 48. During the non-core use period the NAO Flight Operations Manager will schedule the aircraft.

N32PX
Scheduled by Anchorage Interagency Dispatch Center.

N437CC
Scheduled by Anchorage Interagency Dispatch Center.

Maintenance
Use of a government contract requires the permission of the appropriate Contracting Officer. For unscheduled maintenance or scheduled maintenance from other than the Boise contractor, a list of government contract maintenance facilities is included in each airplane. Flight Crew members will contact OAS to assure the proper payment schedule is in place (i.e. credit cards or purchase order) and that the facility has the pertinent expertise, manuals, tools, and parts to perform the work. Flight crewmembers will need to assure that the repair facility understands the BLM discrepancy reporting and sign-off procedures.

- If a maintenance issues arises in the field, the Flight Crew Member on duty will contact the OAS Aircraft Maintenance Specialist as soon as possible.
- In the event that they are not available, you may then contact the appropriate maintenance facility directly. For minor unscheduled maintenance, Flight crewmembers may contact the vendors directly. The OAS Aircraft Maintenance Specialist shall be contacted as soon as possible.

Appendix 10 – BLM Aviation Enhancement Application Form

The following template applies to aviation enhancement requests for programs such as rappel, short-haul and cargo let-down, RADS. Additionally the template should be used for changes in utilization of aviation programs already approved.

The intent of the template is to organize information required by aviation and line managers to make informed decisions.

Published standards have been established to prevent aviation mishaps and to provide a standardized approach to efficient and effective operations. Aviation enhancements have inherent increases of exposure of personnel which require careful scrutiny to ensure the operational gain is worth the risk and that identified hazards are mitigated where possible.

REVIEW AND APPROVALS

Prepared By:	Date:
State Aviation Manager Review:	Date:
District Manager/Line Managment, Approval:	Date:
State Director, Approval:	Date:
National Aviation Office Program Manager Review::	Date:
Division Chief Aviation, Approval:	Date:

Background: *Provide information pertaining to the program that will undergo enhancement. Include any historic information applicable to past practices and success or other operator's ability to perform the required aviation elements without the BLM restrictions.*

Objectives: *These must be clearly stated and achievable with the criteria provided that will be used to measure success and attainment. What is the District trying to accomplish with the enhancement?*

Justification: *What benefit accrues to the BLM or the District by granting the enhancement*

Benefit and Risk Analysis: *Benefits of the use of the enhancement will be provided along with the analysis of the risks that will be involved. Describe the consequences of use and non-use of the enhancement to BLM policy.*

	Benefits	Risks	Consequences for BLM Policy

Note:

Limitations and Controls: *Provide a description of any barriers that would affect the use of this enhancement? Indicate which can be mitigated and which cannot?*

Funding provisions: *Describe how any additional funding would be accessed and where any savings would be applied.*

Contracting issues: *Describe any contract modification that would be needed to meet the needs of this enhancement and vendor's requirements in order to accept them.*

Security provisions: *Describe any additional security measures that will be needed to assure aircraft and crewmembers are not harmed as a result of expanded operational abilities.*

Training and support provisions: *Describe the training and support needs applicable for the enhancement and how these will be satisfied without affecting other existing program elements?*

Other methods available: *Provide a comprehensive description of other methods of accomplishing the objective and the limitations these pose. Describe any restrictions these methods possess and possible solutions that would make them viable options.*

Appendix 11 – Acting vs Point of Contact

State Aviation Manager (SAM) and Unit Aviation Manager (UAM) "Acting" vs "Point of Contact" Definitions and Expectations

Acting: Authority by position to make and implement decisions directly related to aviation operations

- Signs documents at the appropriate level.
- Clear direction is given during in-brief on COR roles, if qualified to perform COR duties or as a PI as delegated by the COR.
- Will be provided copies/access to State/Unit Aviation Plans, contacts and related documents.
- Brief aviation crews and Incident Management Teams as applicable.
- Must receive a briefing from SAM or UAM.
- Working knowledge of Aviation Policy and operations.

Longer Term Detail:

- Must have "Manage" access to edit Safecoms and make public for their state
- Letter of Delegation as per state aviation plan on Project Aviation Safety Plan (PASP) signature levels

Qualifications: At a minimum meets currency for **Aviation Manager** (OPM-04) and COR or PI roles if applicable.

Point of Contact (POC): aka "Messenger"

Forwards/refers aviation information and questions to a qualified UAM, SAM or Duty Officer as per chain-of command. Does not give direction, sign or authorize flight or Project Aviation Safety Plans (PASPs).

Ultimately, the POC "messages" information to the identified next in chain-of-command (AFMO, FMO, Duty Officer, Dispatch) who has the authority and qualifications to make aviation decisions.

- Will be provided a copy/access to State/Unit Aviation Plans and related aviation documents.
- Must receive a briefing from SAM or UAM.
- General working knowledge of Aviation Policy and operations.

Qualifications: At a minimum, have at least **one aviation related red-card qualification** (HECM, HMGB, SEMG, ATGS etc.) or **IAT aircrew member currency** or a **Duty Officer.**

SAM & UAM responsibilities Reference BLM NAP 2.5 BLM State/District/Field Office Organizations

Appendix 12 - Acronyms

310-1	Wildland Fire Incident Management System
9400-1a	BLM Flight Request Form
AAF	Aviation Airport Facilities
ABC	BLM Airbase Committee
ABOD	Aviation Board of Directors
ABS	Forest Service Aviation Business System
ACETA	Aerial Capture Eradication and Tagging of Animals
ACMIS	Acquisition Career Management Information System
ACOR	Alternate COR
AD	Administratively Determined
AFF	Automated Flight Following
AFS	BLM Alaska Fire Service
AGL	Above Ground Level
AIRS	Aviation Information Reporting Support
ALSE	Aviation Life Support Equipment Handbook
AMD-23E	Aircraft Use Report Form
AMG	BLM Aviation Management Group
AMOC	Air Marine Operations Center - US Border Patrol
AMS	IBC Aviation Management Systems
AOA	Aircraft Operations Area (AOA)
AQD	Acquisition Services Directorate
AQD-13	Request for Contract Services
AQD-16	Contract Award/Renewal Recommendation and Funding Availability Certification
AQD-19	Notice to Proceed
AQD-20	Request for Rental Services
AQD-91	Flight Services Request Form
ARA	Aircraft Rental Agreement
ARTCC	Air Route Traffic Control
ASAT	Aviation Safety Assistance Team
ASM	Aerial Supervision Module
ATC	Air Traffic Control
ATGS	Air Tactical Group Supervisor
AITS	Air Tactical Supervisor
AURM	Aircraft Use Report Manager (Fleet)
AV	Exclusive Use Contract Availability
BLM	Bureau of Land Management
BPA	Blanket Purchase Agreement
BVC	Best Value Comparison (Part of AQD-91)
CO	Contracting Officer
COA	Certificate of Authorizations
COR	Contracting Officer’s Representative
COTR	Contracting Officer Technical Representative
CFA	Controlled Firing Areas
CWN	Call When Needed
DHS	Department of Homeland Security
DINS	Internet NOTAM Service - DOD
DM	Departmental Manual
DOD	Department Of Defense

DOI	Department of the Interior
EAB	Executive Aviation Board
EAC	Executive Aviation Committee
EAS	Executive Aviation Sub-Committee
EATPL	Emergency Air Traffic Priority List
ESCAT	Emergency Security Control of Air Traffic
ETA	Estimated Time of Arrival
FAA	Federal Aviation Administration
FAIRS	Federal Aviation for Interactive Reporting System
FAO	Forest Aviation Officer
FAR	Federal Acquisition Regulations
FAR	Federal Aviation Regulations
FBMS	Financial and Business Management System
FLT	BLM Fire Leadership Team
FMO	Fire Management Officer
FOR	Fixed Operating Rate
FPMR	Federal Property Management Regulations
FTA	Fire Traffic Area
FWFM	Fixed Wing Flight Managers
GA	General Aviation
GACC	Geographical Area Coordination Centers
GTR	Government Transportation Request
HB	Handbooks
HOGE	Hover Out of Ground Effect
IAA	Interagency Agreement
IASC	Interagency Airspace Subcommittee
FWFM	Fixed Wing Flight Managers
IASG	Interagency Aerial Supervision Guide
IASS	Interagency Aerial Supervision Subcommittee
IAT	Interagency Aviation Training
IATS	Interagency Aviation Training Subcommittee
IBC	Interior Business Center
IC	Incident Commander
IES	Illuminating Engineering Society
IFR	Instrument Flight Rules
SHO	Interagency Helicopter Operations Guide
IHOpS	Interagency Helicopters Operations Subcommittee
IHRG	Interagency Helicopter Rappel Guide
IIC	OAS Safety Investigator-In-Charge
IPAC	Intra-Governmental Payment and Collection
IPP	Internet Payment Platform
ISPOG	Interagency Smokejumper Pilots Operations Guide
IWP	Incident With Potential
LAT	Large Airtanker
LATN	Low Altitude Tactical Navigation Areas
LE	Law Enforcement Operations
LPIL	Leadplane Pilot
LOA	Letter of Authorization
M3	Aviation Management for Supervisors training course
M-410	Facilitative Instructor
MAC	Multi-Agency Coordination

MACAP	Mid Air Collision Avoidance Program
MAP	Mandatory Availability Period
MAFFS	Modular Airborne Fire Fighting System
MOU	Memorandum of Understanding
SDS	Safety Data Sheet
NAO	BLM National Aviation Office
NAP	BLM National Aviation Plan
NIAC	National Interagency Aviation Committee
NIAIS	National Interagency Airspace Information System
NICC	National Interagency Coordination Center
NM	Nautical Mile
NMAC	National Multi-Agency Coordinating Group
NORAD	North American Aerospace Defense Command
NOTAM	Notice to Airmen
NTSB	National Transportation Safety Board
NWCG	National Wildfire Coordinating Group
OAS	Office of Aviation Services
OAS-2	Fleet Use Report
OPM	Operational Procedures Memorandums
OSHA	Occupational Safety and Health Administration
PASP	Project Aviation Safety Plan
PI	Project Inspector
PPE	Personal Protective Equipment
PRISM	Procurement Information System for Management
QPL	Qualified Products List
RADS	Rope Assisted Deployment
Redbook	Interagency Standards for Fire and Fire Aviation Operations
RMP	Resource Management Plans
ROSS	Resource Ordering and Status System
SAM	BLM State Aviation Manager
SAP	FBMS related Systems, Applications, and Products data processing software
SAR	Search and Rescue
SASES	Smokejumper Aircraft Screening Equipment & Evaluation Subcommittee
SDS	Safety Data Sheets
SEAT	Single Engine Airtanker
SECO	SEAT Coordinator
SEMG	Single Engine Airtanker Manager
SES	Senior Executive Service
SFMO	State Fire Management Officer
SGI	Special Government Interest Waiver
SME	Subject Matter Expert
SMS	Safety Management System
SR’s	Slow Routes
SUA	Special Use Airspace
TFR	Temporary Flight Restriction
TSA	Transportation Security Administration
UAM	Unit Aviation Manager
UAO	Unit Aviation Officer
UAS	Unmanned Aircraft Systems
USDA	United States Department of Agriculture
USFS	United States Forest Service

VFR	Visual Flight Rules
VLAT	Very Large Airtanker
WFCS	Wildland Fire Chemical Systems
WH&B	Wild Horse and Burro

Appendix 13- BLM-WY Unmanned Aircraft Systems Supplement and UAS Mission Plan and Go/No Go Checklist

Aviation Supplement

Unmanned Aircraft Systems (UAS)

BLM-Wyoming

Version 2.0

1.0 Unmanned Aircraft Systems (UAS) Supplement

1.1 Introduction

The Bureau of Land Management (BLM) Office of Fire and Aviation supports BLM Wyoming resources management within Wyoming and provides guidance for aviation activities that occur on BLM lands. Due to the nature of UAS operations, lead-time for project planning is often not sufficient to meet normal BLM Wyoming aviation project planning and approval standards as described in the BLM Wyoming State Aviation Plan. Typically, these situations occur when UAS are utilized by emergency personnel on wildland fires, search and rescue, or time critical resource missions. This supplement to the Wyoming State Aviation Plan will provide operational direction that meets with Department of Interior (DOI) and BLM National policy when utilizing UAS for training, currency, proficiency, and unplanned low complexity flights.

This supplement will also serve as an operational guide for qualified remote pilots to maintain currency and complete training.

1.2 Purpose

The purpose of this document is to enhance the safety of BLM Wyoming UAS remote pilots and to set up operational procedures that improve the efficiency of project planning, approval, and field operations while ensuring compliance with DOI, BLM, and Federal Aviation Administration (FAA) policy.

The objectives of this supplement are to provide direction for BLM Wyoming employees regarding the UAS program and activities. This supplement will serve as the Project Aviation Safety Plan (PASP) in combination with the BLM Wyoming UAS Mission Plan (Flight by Notification) for routine or low complexity UAS operations conducted under 14 CFR Part 107. Simple acquisition of aerial imagery in Class G airspace would be an example of a covered flight. This process is not intended to replace PASPs for planned more complex UAS project flights. It is intended to streamline the planning and approval process for routine training and proficiency flights and low complexity UAS missions. A hard copy or web based version of the BLM Wyoming UAS Mission Plan (Flight by Notification Form) will be utilized in combination with this supplement for flights defined in this document.

UAS operations covered by this supplement are limited to:

- Training, Currency, and Proficiency Flights
- Routine, low complexity aerial photography and video

This supplement is similar to BLM Fire and Aviation base operating plans (i.e. Helitack, Air Tanker Base) that allow those functions to conduct identified routine field operations without the formal PASP development and approval process. However, in place of the PASP a BLM Wyoming UAS Mission Plan (Flight by Notification) must be completed. (See pg. 4)

2.0 UAS Organizations

2.1 Management Positions

State Director - The State Director (SD) has overall responsibility for the aviation program, which is delegated to the State Fire Management Officer (SFMO).

State Aviation Manager - The State Aviation Manager (SAM) serves as the focal point for the aviation program and provides technical and management expertise regarding the use of aviation resources.

District Manager - The District Manager (DM) has overall responsibility for aviation activities conducted within the district. Aviation management and operational authorities and responsibilities may be delegated to the District FMO, Unit Aviation Manager (UAM), and Dispatch Center Manager.

Unit Aviation Manager - The District UAM serves as the focal point for the district aviation program.

2.2 Aviation Position Definitions

Remote Pilot in Command (PIC) - A person who holds a remote pilot certificate with a UAS rating and has the final authority and responsibility for the operation and safety of a UAS operation.

Visual Observer (VO) - A person acting as a flight crew member who assists the UAS remote PIC to see and avoid other air traffic or objects aloft or on the ground.

3.0 UAS Operations

3.1 UAS Operations

Personnel involved in any UAS operation will adhere to FAA, DOI, and bureau aviation policy. For all planned UAS operations requiring a PASP, the State Aviation Manager and UAM of the District the project is planned in will review the PASP. For training, currency, and low complexity UAS flight projects, the BLM Wyoming UAS Mission Plan form will be filled out and sent to both the SAM and the associated UAM prior to flight. UAS operators should be aware of potential impacts to wildlife, archaeological/paleontological resources, public land users and the risks of lithium-ion battery fire and discuss with program specialists as appropriate to mitigate any potential impacts.

3.2 Emergency Exception to Policy

Federal employees who are involved in an event in which there clearly exists an imminent threat to human life, and there is insufficient time to utilize approved methods, may deviate from policy to the extent necessary to preserve life. The following provisions and follow-up actions apply:

- Personnel involved are expected to use good judgment.
- Personnel involved in the decision making associated with deviating from policy must weigh the risks verses benefit.
- Any deviations shall be documented on a SAFECOM.

3.3 Flight Following

Aircraft will remain within visual (eye sight) range of the pilot or observer at all times. Pilots and Observers will maintain communications with each other during flight operations.

3.3.1 *Communications –*

Corresponding dispatch centers will be notified before flight operations commence, and again when flight operations cease. Appropriate radio frequencies must be monitored at all times during UAS operations to ensure that UAS users can be contacted by dispatch, other aircraft, etc.

3.3.2 *Visual Observer –*

A visual observer may be utilized to supplement situational awareness and maintain visual line of sight (VLOS). A visual observer may NOT be used to extend the range of the PIC.

3.4 Search and Rescue (SAR) Flights

The use of BLM aircraft and aviation personnel for SAR operations are not considered normally planned BLM operations. SAR is typically the responsibility of the Sheriff's Office. BLM does not budget for SAR operations. However, each situation and request is different and will be authorized based on the specific details and need for each event. It is important to obtain approval at the appropriate level prior to using BLM UAS for SAR operations. Federal employees who are involved in an event in which there clearly exists an imminent threat to human life, and there is insufficient time

to utilize approved methods, may deviate from policy to the extent necessary to preserve life. (ref. NAP 5.6 and 350 DM 1.3.B)

3.5 Wildland Fire Flights

Guidance for DOI Remote Pilots and DOI UAS used in support of wildland fire management comes from the BLM National Aviation Office. Protocols have been established to promote safe and effective use of agency UAS on interagency wildland fire incidents.

3.5.1 *Operational Requirements*

- Remote pilots shall be certified by the FAA in accordance with 14 CFR Part 107
- Remote pilots will be trained and certified in accordance with interagency policy
- The Advanced UAS Workshop is required to operate UAS in support of wildland fire management.
- Remote pilots must possess a Red Card for fireline operations.
- Interagency certification cards are required to be in the possession of remote pilots while on an incident.
- UAS aircraft will be certified in accordance with interagency policy. FAA registration cards are required to be with the aircraft while on an incident.
- UAS Remote Pilots will:
    1. Obtain approval from the agency administrator or designee and the incident commander or designee prior to conducting incident assignments/missions.
    2. Obtain the appropriate level of airspace authorization prior to conducting incident missions (Part 107, ECOA, etc.).
    3. Confirm airspace de-confliction with dispatch or the TFR controlling authority (when applicable) prior to conducting incident missions.
    4. Coordinate and receive clearance for mission flights with aerial supervisors when they are on scene (ATGS, ASM, HLCO, LEAD) prior to conducting incident missions.
    5. Coordinate mission flights with participating aircraft when aerial supervision is not on scene.
    6. Make a blind call on the assigned air to ground frequency when no aircraft are reported to be on scene.
    7. Respond to blind radio calls from incoming aircraft when the UAS is the only aircraft on scene.
    8. Give way to all manned aircraft.
- Have the capability of setting an altimeter and meeting operational altitude requirements.
- Monitor assigned AM/FM frequencies.
- Ensure that landowner notifications are attempted prior to flights over private land.
- Coordinate missions and attend briefings with multiple incident management team (IMT) positions (ATGS, AOBD, etc.) depending on complexity.

3.5.2 *Call Signs –*

UAS Remote Pilots will follow established incident communications protocols and will make radio calls with the following information:

- *Unmanned Aircraft*
- *Configuration (fixed or rotor-wing)*

- *Type*
- *Incident placeholder (x of # UAS assigned to incident)*
    - *Example: Unmanned R42 (Rotor Wing, Type 4, 2nd UAS assigned to incident)*

See Interagency Fire Unmanned Aircraft Systems Operations Guide for additional direction.

3.6 Resource Flights

Resource project flights can be conducted under the provisions of this supplement if:

- UAS operations conducted under 14 CFR Part 107 and;
- Flight by Notification form has been completed and;
- Proper notifications have been made and;
- Proper authorization have been given and;
- Project is defined by 3.6.1 or 3.6.2

3.6.1 Flight by Notification –

Low complexity projects conducted under 14 CFR Part 107 may utilize the BLM Wyoming UAS Mission Plan form in place of a formal PASP when used in conjunction with this supplement. This form will document the necessary components of an aviation safety plan. Crew leaders or PICs must have Supervisor approval prior to flight. The associated Dispatch center and UAM must also be notified prior to commencing any flight.

3.6.2 *Flight by Notification in conjunction with a Blanket PASP*

A BLM Wyoming UAS Mission Plan form may be used in conjunction with a PASP for projects that occur periodically over a season or fiscal year. In this situation a PASP is prepared to cover all similar flights in a given time period. The BLM Wyoming UAS Mission Plan form will be required for each subsequent flight associated with that one time PASP. When using the form in conjunction with a PASP, approval decisions should be made at the lowest appropriate level and no additional signatures are required. The BLM Wyoming UAS Mission Plan form is equivalent to form 9400-1a and provides the same functions.

3.6.3 *BLM UAS Mission Plan form elements:*

- Crew Leader
- Flight Dates
- Flight Type
- Associated PASP name
- Latitude/Longitude
- Pilots Name and Phone Number
- Visual Observers

- UAS Tail Number
- UAS Make and Model
- PIC and UAS Carded
- Checked B4UFLY App
- Airspace Authorization
- Hazards Identified and Mitigated
- Dispatch Center Information
- Notifications and Approvals

Projects not meeting the low complexity definition or projects with multiple locations (more than one location reported to Dispatch) may require completing a PASP for approval.

3.7 Training and Currency Flights

All training, proficiency, and currency flights conducted under this supplement will:

- Adhere to all policies established by 14 CFR Part 107.
- Complete a Flight by Notification form.
- Make all notifications before flight operations commence.
- Notify dispatch before flight operations commence and when they cease.

A courtesy call should be made to dispatch, UAM, and Line Officer at least 24 in advance in the event that you expect to do a training, currency, or proficiency flight.

3.8 Cooperator Flights

All UAS operated under DOI operational control, including cooperator/affiliate aircraft, must have a current OAS-36U DOI UAS Data Card or letter of authorization issued by OAS. A list of the currently approved UAS is posted on the OAS website.

Cooperator/Affiliate Missions (DOI Operational Control): Requests for approval of cooperator/Affiliate UAS under the operational control of DOI should follow the process outlined in 351 DM 4. UAS Cooperator approval letters will be issued by the OAS UAS Division Chief.

Any other federal agency operating UAS within BLM jurisdiction will coordinate with the Line Officer and UAM prior to project commencement/UAS flight. The Line Officer will determine the need for a land use permit.

3.9 End Product

End Product Contracts are not aircraft flight service contracts. They are used to acquire a product for the Department (i.e., per-acre, per-unit or per-area, or per head basis). The intent of this type of procurement is for the contractor to supply all personnel and equipment in order to provide a “service” or “end-result.” Many contractors utilize aircraft (including UAS) to meet the performance objectives of End Product contracts for activities such as: animal capture, seeding, spraying, survey, photography, etc. Since these are not flight services contracts, the AQD does not perform any acquisition service. End Product contracts are administered by the bureau procurement units.

These contracts must be conducted in accordance with *OPM-35*. *OPM-35* aids in determining whether an operation is being conducted as either “end-product” or “flight service” and supplements existing DOI policy regarding End Product contracts found in *353 DM 1.2A (3)*. If the provisions of *353 DM 1.2A (3)* and *OPM-35* are met, the aircraft will be operated as a civil aircraft and the aviation management principles normally required for aircraft under DOI operational control do not apply.

For further guidance on End Product Contracts see *NAP section 3.9*

3.10 Commercial Flights

These operations are permitted with the following authorizations:

- The operator has a current FAA Part 107 certificate.
- The operator obtains a land use permit approved by the Line Officer.
- The Unit Aviation Manager and State Aviation Manager should be notified of all commercial UAS operations or end product contracts which utilize UAS.

4.0 UAS Safety

The BLM Aviation Safety program is modeled after the aviation industry and FAA Safety Management Systems (SMS). Each BLM employee and contractor involved with aviation has the responsibility to plan missions thoroughly, conduct missions with a conservative attitude, and respect for the aircraft and environment in which the missions operate. Both employees and contractors have the responsibility to speak up when unsafe operations are observed.

4.1 Aviation Life Support Equipment (ALSE)

All personnel engaged in aviation activities must wear appropriate Personal Protective Equipment (PPE), depending on the mission. The ALSE Handbook is policy and must be followed unless a waiver is authorized. All waivers will be in writing, specific, and signed by authorized authority.

4.1.1 *Personal Protective Equipment (PPE) –*

UAS crew members will utilize PPE required by their crew position.

4.2 Project Aviation Safety Planning

All UAS flights require project planning prior to implementation in the form of either a Project Aviation Safety Plan OR a BLM UAS Mission Plan Form. The level of planning and approval depends on complexity, scale of the project, and level of associated risk. A PASP is required for missions of higher complexity and risk, such as: multiple aircraft projects, multi-day projects, projects in restricted airspace, etc. The UAS Mission Plan Form can be a substitute for the PASP for low-complexity, currency and training flights.

4.2.1 *Project Aviation Safety Plan (PASP) –*

The size and detail of a PASP should be proportionate with the complexity of the project. For templates and guidance on completing a PASP, contact the SAM or UAM on the district that the flight will occur. A courtesy copy of all signed PASPs will be sent to the SAM prior to the start of the project. The following components must be included in the plan:

- Project name and objectives
- Justification
- Project date
- Location
- Projected cost of aviation resources
- Aircraft
- Pilot
- Flight manager, aircrew, passengers, participants
- Communication Plan, Flight following, and emergency search and rescue plan
- Aerial Hazard Analysis (w/ attached map)
- Protective clothing and equipment

- Weight and Balance / Load Calculations
- Risk assessment utilizing appropriate format
- Unit Aviation Managers review/signature
- Supervisory approval signature (at appropriate level)

4.2.2 *BLM UAS Mission Plan Form (Flight by Notification) –*

Low complexity projects conducted under 14 CFR Part 107 may utilize the BLM Wyoming UAS Mission Plan form in place of a formal PASP when used in conjunction with this supplement. This form will document the necessary components of an aviation safety plan. Crew leaders or PICs must have Supervisor approval prior to flight. The associated Dispatch center and UAM must also be notified prior to commencing any flight.

4.3 DOI UAS Operations in the National Airspace System (NAS)

DOI has the authority to conduct operations in the NAS under the requirements of OPM-11 and 14 CFR Part 107. When operating UAS under the provisions of this supplement, flights outside of 14 CFR Part 107 rules are not authorized; with the exception of Beyond Visual Line of Sight (BVLOS) flights when conducted under an emergency COA (ECOA) and within a Temporary Flight Restriction (TFR).

- Under the terms of the FAA/DOI MOA regarding Beyond Visual Line of Sight operations of UAS in support of emergency assistance within an active TFR.

4.3.1 *Airspace Planning*

- Flights must be conducted in Class G airspace as defined by 14 CFR Part 107 (unless operating within a TFR).
- Flights conducted under 14 CFR Part 107 do not require a NOTAM.
- Beyond Visual Line Of Sight (BVLOS) must be conducted with an FAA Part 107 waiver or under the terms of the DOI/FAA MOA for flights within a TFR.
- Flights within a TFR must be conducted under the direction of the official in charge of the on-scene emergency response activity.
- Flights will be planned to avoid sustained/repeated overflight of heavily trafficked roads or highways but may briefly cross over active roads as necessary.
- Prior to flight check airspace, nearby airports, NOTAMs, etc. for possible conflicts.
- Dispatch will be notified before every flight so appropriate de-conflictions can be made if necessary,

5.0 UAS Training

Aviation training is essential to ensure that BLM maintains a safe and efficient aviation operation in pursuit of the bureaus mission. Aviation users, supervisors, and managers need to make certain that they and their employees are knowledgeable of the inherent hazards of aviation operations and have been provided the necessary skills and training to be successful conducting aviation operations.

5.1 Interagency Aviation Training (IAT)

The Office of Aviation Services (OAS) is responsible for all DOI aviation training. Training is conducted and managed through the use of a web based online system (https://www.iat.gov). All aviation users and their supervisors should have an account on this system. Required training for employees is based on aviation roles and is as follows:

5.1.1 *Supervisor –*

DOI personnel that supervise employees who use aircraft to accomplish bureau programs must complete aviation training. It is the responsibility of the supervisor to ensure that employees who use aircraft are doing so in a safe and appropriate manner. Supervisors must attend the following training and maintain currency per DOI Policy (OPM-04):

- *M-3 Aviation Management for Supervisors (every 3 years)*
- *A-200 Mishap Review (every 3 years)*

5.1.2 *Line Managers –*

Knowledge required includes familiarization with the DOI aviation management program, policies, and related requirements and responsibilities. Line managers must complete the M-3 Aviation Management for Supervisors or complete the M-2 Aviation Management Line Managers Briefing course every 3 years.

5.1.3 *Aircrew Member –*

Employee working in and around aircraft and is essential to ensuring the safety and successful outcome of the mission. Aircrew members must complete the following training and maintain currency per DOI Policy (OPM-04):

- *A-100 Basic Aviation Safety (every 3 years)*
- *A-200 Mishap Review (every 3 years)*

5.1.4 DOI Remote Pilot –

A person who holds a remote pilot certificate with a UAS rating and has the final authority and responsibility for the operation and safety of a UAS operation.

Qualification for this position requires:

- *Must possess a current FAA remote pilot certificate.*

- *Must possess a DOI remote pilot certificate*
- *Must meet training requirements for Aircrew Member as outlined in OPM-4*

Individuals holding a current qualification under IQCS are also qualified to perform equivalent non-fire aviation positions under IAT guidelines. (See next section)

5.2 Additional Aviation Training

Fire and Aviation training is conducted under the authority of the National Wildfire Coordination Group (NWCG) and is tracked in the Incident Qualification and Certification System (IQCS). Many aviation qualifications under this system are recognized as equivalent training and qualification to DOI IAT requirements. For a complete list of equivalent qualifications and training, you can reference those in the Interagency Aviation Training Guide under the position and training crosswalk matrixes.

5.2.1 S-373 Unmanned Aircraft Systems (UAS) Incident Operations –

This course is designed to meet the training needs of the Unmanned Aircraft System Pilot (UASP), Unmanned Aircraft System, Manager (UASM), Unmanned Aircraft System, Module Leader (UASL), and Unmanned Aircraft System, Data Specialist (UASD) to manage the information needs of incidents managed with the Incident Command System (ICS). The course combines lectures, facilitated discussions, individual/group exercises, and simulations. These UAS positions are used to collect, process, and distribute tactical and strategic information to meet the needs of incident operations and planning personnel.

5.2.2 UAS Mapping Workshop

The UAS Mapping Workshop will provide instruction and practical experience to mission plan, launch and data capture with UAS, and process date for delivery. This workshop is for resource(non-incident) oriented personnel.

5.3 Currency and Refresher Training

5.3.1 **Currency Requirements –**

Remote pilots must demonstrate three takeoffs (launch) and landings (recovery) with the UAS they are approved to operate within the preceding 90 days. If currency is lost prior to a mission, the Remote Pilot must regain currency by:

- Performing the flight maneuvers and emergency procedures for the specific make and model, either in the simulator or during a proficiency flight or conduct their mission flight under the observation of a current UAS pilot.
- Remote pilots are required to fly each of the aircraft for which they are carded at least once every 12 months. Remote Pilots failing to meet this requirement shall fly under the supervision of a carded and current Remote Pilot and perform the flight maneuvers and emergency procedures for that aircraft.

5.3.2 DOI UAS Refresher Training –

DOI Remote Pilots must complete UAS refresher training (A-452R) or approved equivalent every 24 months following the issuance of their OAS-30U. Current DOI Remote pilots participating in either A-450 or A-452R, as a student or instructor, will receive credit for refresher training. This training can be completed 30 days in advance or 30 days after the date of expiration on the OAS-30U. Remote Pilots operating the low complexity UAS will be able to complete this requirement via distance learning opportunities. Pilots operating more complex aircraft may be required to attend a refresher in person.

6.0 UAS Procurement

All purchases of commercially available systems by DOI personnel shall be routed through OAS and the Interior Business Center, Acquisitions Services Directorate (IBC-AQD). Specifications for UAS used by DOI will be developed collaboratively between the bureaus and OAS. Acquisition activities including requests for information, quotation, or proposal will be coordinated through the National Aviation Managers (NAM).

UAS purchase requests (OAS-13U) are routed to the UAS Program Manager via the SAMs. State leadership should be notified of UAS purchases. The Program Manager will consolidate all requests and forward them to the OAS fleet manager.

- All BLM Wyoming procurement requests, including camera payloads, must be submitted to the Wyoming BLM UAS Coordinator and SAM.
- All IT Hardware and Software purchases for the purpose of supporting UAS operations must be coordinated with the Wyoming State Office IT Liaison and UAS Coordinator, and approved prior to purchase by the DSD Support Services.

Reference Instruction Memorandum No. ID-2017-008

6.1 Documentation

6.1.1 Fleet Aircraft

- Record UAS flight time using the OAS-2U form. Remote Pilots shall submit an OAS-2U daily or when geographic location of flight changes.
- A Remote Pilot In Command (PIC) must be designated for each flight and recorded on the form OAS-2U.

- DOI Remote Pilots must record malfunctions, damage or repairs to UAS, or component replacement on the OAS-2U form. Repair of damage beyond normal wear shall be coordinated with the DOI UAS Fleet Manager.
- Remote Pilots are responsible for ensuring their equipment has been inspected within the timeframe (annually) specified on the aircraft data card (OAS-36U). The annual inspection form can be found at: https://docs.google.com/a/blm.gov/forms/d/e/1FAIpQLSfjAhKTJClLzfkCQB19zoHK_tyDXiCWyysH3SrpB1CGxB9ClQ/viewform?c=0&w=1

6.1.2 Fleet Service Contracts

- Flight use reporting will follow the reporting process outlined in the contract.

References:

FAA AC 107-2: https://www.faa.gov/uas/media/AC_107-2_AFS-1_Signed.pdf
OPM – 11: https://www.doi.gov/sites/doi.gov/files/uploads/opm-11.pdf
OPM-4: https://www.doi.gov/sites/doi.gov/files/uploads/opm-04.pdf
National Aviation Plan: https://www.nifc.gov/aviation/av_BLMlibrary.html
State Aviation Plan: https://www.nifc.gov/aviation/av_BLMlibrary.htm
Interagency Fire UAS Operations Guide: https://drive.google.com/file/d/0B14Gb5sfUl-ibzVxQUZfcm5ub1k/view

Assessment and Mitigation of:												
Unmanned Aircraft Systems (UAS)												
UAS	**Flight Operations**											
		Pre Mitigation				**Post Mitigation**						
Sub-system	**Hazards**	**Likelihood**	**Severity**	**Outcome**	**Mitigation**	**Likelihood**	**Severity**	**Outcome**	**Mitigation Achieved ?**	**Additional Local Mitigation**	**Post Mitigation Value**
In Flight Emergencies	UAS mechanical failure resulting in loss of power or control	Occasional	Catastrophic	High	Follow emergency procedures in the aircraft flight manual. Addressing the failure with changes to equipment or procedures. Do not overfly people unless essential to the mission	Improbable	Catastrophic	Medium			
	Bird strike resulting in UAS uncontrollability	Remote	Critical	Medium	Follow emergency procedures in the aircraft flight manual. Discuss bird avoidance techniques with operators.	Improbable	Marginal	Medium			
	Loss of link between ground control station and UAV	Occasional	Marginal	Medium	Ensure that you have set the lost link procedures correctly according to the aircraft flight manual.	Remote	Negligible	Low		Check NOTAMs for possible GPS jamming in area of operation.	Low
	Non-participating aircraft enters flight operations area	Remote	Critical	Medium	Ensure NOTAMS have been filed. Be vigilant of scanning operations airspace. Practice see and avoid. Utilize a VHF radio.	Occasional	Critical	Medium			
Flight & Duty	Crew exceeds flight and duty limitations	Remote	Marginal	Medium	Understand flight and duty limitations before starting the operational period. Suspend flight and duty of crew if policy will be violated. Manage crew to optimize duty by briefing optimum data gathering hours and days.	Improbable	Marginal	Medium			

Airspace	Mix of agency manned and unmanned aircraft in the same airspace resulting in a mid air collision	Occasional	Catastrophic	High	UAS Operations will be made known to all participating aircraft. Follow established aircraft separation procedures. Ensure positive communication between all aircraft.	Improbable	Catastrophic	Medium		
	UAS flight plan and aircraft flight parameters are programmed incorrectly	Occasional	Critical	Serious	Follow aircraft flight manual, double check flight plans before launch.	Remote	Marginal	Medium		
	Incorrect altitude flown while operating in the FTA	Remote	Catastrophic	Serious	Ensure UAS operator has thorough knowledge of FTA policy. Follow established aircraft separation procedures.	Improbable	Catastrophic	Medium		
	Incorrect altimeter setting	Remote	Catastrophic	Serious	Ensure correct altimeter setting is established through communication with aerial supervisor.	Improbable	Catastrophic	Medium		
	UAS Pilot has loses situational awareness	Occasional	Catastrophic	High	Only approved pilots will be used to fly UAS. Adhere to established work/rest guidelines. Land as soon as practical. Use the return to launch function if needed. Stay in contact with incident aircraft and personnel.	Improbable	Catastrophic	Medium		
	Operators lose visual contact with UAS (if requried)	Probable	Catastrophic	High	Use observers to maintain visual contract with aircraft. Move Ground Control Station (GCS) closer to area of interest.	Improbable	Catastrophic	Medium		
	Stationary aerial hazards (wires, trees, towers, vegitation, rock outcroppings)	Probable	Critical	High	Utilize local aerial hazard map for reference. Perform site survey prior to flying. Utilize personnel familiar with the geographic area to share knowledge of known hazards.	Remote	Critical	Medium		
	Low level flight profile-below 500', Special Use, animal herding	Frequent	Catastrophic	High	Thorough PASP completed to include risk assessment/performance planning is completed and signed at the appropriate level. Ensure load calculations are completed. Minimize exposure time. Ensure that the appropriate PPE/ALSE is used and that the flight is limited to essential flight crew members. Ensure aircraft and pilot are carded for the mission. Conduct high level recon prior to working below 500' AGL.	Occasional	Critical	Serious		

	UAS sharing same flight path/route with other participating aircraft from same departure and arrival points.	Probable	Critical	High	Ensure separation of aircraft by establishing routes and patterns for all participant aircraft. Separate by establishing horizontal and vertical flight paths. Schedule flight times, routes and altitudes to avoid conflict during heavy use periods. Include CRM Training.	Improbable	Catastrophic	Medium		
	Multiple initial attack incidents in same area cause confusion.	Occasional	Catastrophic	High	Follow established protocols for use of UAS on fires. Maintain visual line of sight of UAS. Consider landing UAS immediately if an aircraft enters the area.	Improbable	Catastrophic	Medium		
	Flight is planned in Special Use Airspace, Military Training Route, etc.	Occasional	Critical	Serious	Contact Dispatch and initiate de-confliction procedures for flight.	Remote	Critical	Medium		
	Flights over non-participating personnel	Remote	Critical	Medium	Avoid flights over non-participating personnel unless authorized or necessary for emergency response.	Improbable	Critical	Medium		
	Mistaken identification of UAS when multiple UAS operations are occurring simultaneously	Remote	Critical	Medium	Have UAS painted with high visibility paint scheme and identifiable markings. Install conspicuity lighting if applicable per UAS flight manual. Communication between UAS pilots must be established. Follow established aircraft separation procedures.	Improbable	Critical	Medium		
Environmental	Poor visibility due to smoke/inversion	Occasional	Critical	Serious	Ensure line of sight operations comply with established visibility regulations. Ensure beyond visual line of sight operations comply with established policy. Follow established aircraft separations procedures. Wait for visibility to improve before flight.	Remote	Critical	Medium		
	High density altitude (DA), decreased performance	Probable	Marginal	Serious	Ensure aircraft performance is reviewed as a part of preflight planning. Monitor DA throughout the day. Fly within aircraft performance capabilities.	Occasional	Marginal	Medium		

	Strong winds, thunderstorms, change in weather	Probable	Critical	High	As part of preflight planning and Operational Risk Management (ORM) check and monitor weather, be cognizant of time of day and diurnal wind patterns. Operate within aircraft capabilities and manufacturer's recommendations. Move mission to alternate environment or defer until conditions improve.	Remote	Critical	Medium		
	Lost or destroyed aircraft over water operations	Remote	Critical	Medium	Avoid overflying large bodies of water unless necessary for the mission.	Remote	Marginal	Medium		

UAS		Training									
		Pre Mitigation				Post Mitigation					
Sub-system	Hazards	Likelihood	Severity	Outcome	Mitigation	Likelihood	Severity	Outcome	Mitigation Achieved ?	Additional Local Mitigation	Post Mitigation Value
Training	Training compromised for time and/or money constraints	Occasional	Critical	Serious	Management approval in advance identifying training as part of the program. Operations does not take place without qualified personnel. Provide adequate resources to ensure qualified personnel to meet mission.	Occasional	Marginal	Medium			
	Basic Training program does not include adequate mission experience for agency operations	Probable	Critical	High	Follow policy requirements for training qualification and currency.	Remote	Critical	Medium			
	UAS not properly assembled due to inadequate training	Occasional	Critical	Serious	Ensure personnel are trained to manufacture's procedures.	Occasional	Marginal	Medium			
	UAS improperly maintained due to lack of training	Occasional	Critical	Serious	Incorporate appropriate maintenance procedures into approved training.	Remote	Critical	Medium			
	Unqualified personnel operating UAS	Remote	Critical	Medium	All personnel operating UAS will be qualified in accordance with policy.	Improbable	Critical	Medium			

	Not conducting post maintenance flight checks	Occasional	Critical	Serious	Require post maintenance test flights in contract and fleet policy. Include as part of student training curriculum.	Remote	Critical	Medium			
UAS				**Aircraft**							
		Pre Mitigation				**Post Mitigation**					
Sub-system	**Hazards**	**Likelihood**	**Severity**	**Outcome**	**Mitigation**	**Likelihood**	**Severity**	**Outcome**	**Mitigation Achieved ?**	**Additional Local Mitigation**	**Post Mitigation Value**
Payload	Mounted/installed equipment negativley effects UAS performance	Occasional	Critical	Serious	Only use approved aircraft and payload configurations.	Improbable	Critical	Medium			
	Aircraft out of Weight & balance	Occasional	Critical	Serious	Follow the weight and balance procedures outlined in the aircraft flight manual.	Remote	Critical	Medium			

UAS	Flight Ops - Spectrum, Communication, Avionics										
		Pre Mitigation				Post Mitigation					
Sub-system	Hazards	Likelihood	Severity	Outcome	Mitigation	Likelihood	Severity	Outcome	Mitigation Achieved ?	Additional Local Mitigation	Post Mitigation Value
UAS C2	Loss of link due to terrain	Remote	Critical	Medium	Ensure UAS has auto-return or auto-land capability. Ensure PIC has an unobstructed area with good visibility of UAS operations area. Restrict UAS operations to pre-planned UAS flight area. Post observer with radio. Train for loss of link procedure.	Improbable	Critical	Medium			
	Loss of link due to hardware failure	Occasional	Critical	Serious	Follow UAS manufacturers operation and maintenance procedures. Preflight UAS.	Improbable	Critical	Medium			
	Loss of link due to distance between UAS and control transmitter	Occasional	Critical	Serious	Preflight/preplan mission operating area to maintain adequate UAS link margin. Review transmitter range limitations. Ensure optimal antenna locations on the ground stations.	Improbable	Critical	Medium			
	Loss of lInk due to software failure	Remote	Critical	Serious	laod all software updates that the manufacturer issues and test UAS before flight. Maintain a current log of all software updates for the UAS.	Improbable	Critical	Medium			
Equipment Power	Non-COTS payload interferes with UAS (e.g. a repeater)	Occasional	Critical	Serious	Use only approved and flight tested aircraft and payloads.	Improbable	Critical	Medium			

Transponder or ADSB	Manned aircraft cannot electronically detect UAS	Frequent	Catastrophic	High	Require large UAS to have a transponder. Have a visual observer constantly monitor operating area when no other known aircraft are in the UAS operation area. Contract language states a mode C transponder must be installed.	Improbable	Critical	Medium			

UAS	Maintenance										
		Pre Mitigation				Post Mitigation					
Sub-system	Hazards	Likelihood	Severity	Outcome	Mitigation	Likelihood	Severity	Outcome	Mitigation Achieved ?	Additional Local Mitigation	Post Mitigation Value
Aging Aircraft	No recommended TBO for any UAS components	Occasional	Critical	Serious	Follow manufacturer's recommendations and create a tracking system to document failures.	Remote	Critical	Medium			
Insepction Compliance	Inspections not complied with at proper intervals	Occasional	Critical	Serious	Follow flight manual recommendations for inspection and maintenance. Ensure aircraft has current agency approved card.	Remote	Critical	Medium			
Major repair or alteration	Lack of policy for what constitutes a major repair or alteration on a UAS	Occasional	Critical	Serious	Follow contract requirement or policy for reporting damage and/or repairs. Develop a list of what constitutes a major repair for filed operators.	Remote	Critical	Medium			
Final Assessment Value:					**Prepared By:**						**Date:**
Operation Approved by:								**Title:**			**Date:**

BLM WY UAS Mission Plan and Go/No Go Checklist

Questions with red asterisks are required! Section 2: Go/No Go checklist is optional if using hard copy in the field.

* Required

1. Email address *

2. Crew Leader *

   Enter Pilot in Command (PIC) if no Crew Leader

3. Flight Date(s) *

   Example: December 15, 2012

4. Type of Flight * Mark only one oval.

   - Currency
   - Training
   - Low Complexity Project Flight
   - Project with Associated PASP

5. Land Status * Mark only one oval.

   - High Desert District BLM
   - High Plains District BLM
   - Wind River/Bighorn Basin District BLM
   - Private
   - State
   - USFS
   - Other:

6. Latitude *

   Degrees Minutes.Decimal Minutes

7. Longitude *
Degrees Minutes.Decimal Minutes

8. Pilot Name(s) *

9. Pilot Phone Number(s) *

10. Visual Observer(s)

11. UAS Identifier *

12. UAS Make and Model Mark only one oval.

3DR Solo

Birdseye View FireFly

Mavic Pro

Parrot Anafi

Other:_____

13. Class G Airspace * Mark only one oval.

Yes

No (B,C,D, and E require ATC authorization)

14. Dispatch Center *
Each flight must be coordinated with the appropriate Dispatch Center and they must be notified before/after flight operations. Mark only one oval.

Casper Dispatch (1-800-295-9952)

Cody Dispatch (1-800-295-9954)

15. Appropriate Notifications/Approvals Complete? * Dispatch, Line Officer, UAM, State Aviation Manager, etc. Mark only one oval.

Yes

No

UAS Mission Go/No Go Checklist

If you answer "No" to any question on the Go/No Go checklist the mission cannot continue.

16. Is this flight necessary and is it the safest method of completing the mission? Mark only one oval.

Yes

No

17. Appropriate Aviation Safety Plan is signed? (i.e. PASP or UAS Supplement) Mark only one oval.

18. Dispatch has been Notified and flight following has been established? Mark only one oval.

Yes

No

19. Pilot and Aircraft are carded for the mission? Mark only one oval.

Yes

No

20. Aerial Hazards have been identified and communicated? Mark only one oval.

Yes

No

21. Airspace has been confirmed and deconflicted? Mark only one oval.

Yes

No

22. All personnel have required PPE? Mark only one oval.

Yes

No

23. All personnel have been briefed on emergency procedures?

Mark only one oval.

Yes

No

23. Adequate briefings have been conducted and understood by all participants prior to flight?

Mark only one oval.

Yes

No

24. UAS Crew Leader Digital Signature

A copy of your responses will be emailed to the address you provided.

Riverton SEAT Base Operating Plan

SEAT Base Name:	**Riverton SEAT Base** **CAT-1 Base**
Location:	**Riverton, WY**
Agency:	**Wind River/ Bighorn Basin BLM District**

NWCG Standards for Single Engine Airtanker Operations (2018) requirement under Chapter 5, VII. SEAT Base Operating Plan:

A SEAT Base Operating Plan is required for Category I/II SEAT bases. The plan must be updated annually and made available to all personnel at the base. The SEMG will ensure the operating plan is current during the time frame they are assigned to the base. A blank SEAT Base Operating Plan can be found on the BLM National SEAT website at

https://www.nifc.gov/aviation/av_BLMseat.html

RIVERTON SINGLE ENGINE AIR TANKER BASE

RIVERTON AIRPORT
RIVERTON, WY

BASE OVERLOAD CONTINGENCY PLAN

PURPOSE:
This limitation will allow for a safe more efficient environment in the course of air tankers retardant loading. It will also help to mitigate the impact on general aviation activities at the Riverton airport.

LIMITATIONS:
No more than four Single Engine Air tankers will be loaded out of the Riverton on a given day. There is only one loading pit at Riverton, therefore Aerial supervisors (air attack, lead planes etc.) and dispatch will be asked to stagger the return to Riverton for reload to allow a small amount of time (5 to 15 minutes) between returning tankers. This time gap will keep SEATS from having to wait to load, thus blocking the ramp and taxi area. Alleviating delays caused by having to mix retardant.

The FBO, will be notified within a reasonable amount of time if more than one SEAT is anticipated to be loaded out of Riverton. This will allow the FBO enough time to call in more personnel to provide fuel service.

In the event that the base capacity in Riverton is exceeded, additional tankers will be routed to alternative reload bases at Billings, Casper*, Rock Springs*, Rawlins* or Greybull*.

***Bases are opened based on an as needed basis and delays upon opening the bases shall be expected. Check with dispatch for availability.**

GENERAL AIRPORT INFORMATION

Airport Name: Riverton Regional Airport	**FAA Identifier:** **KRIW** (ICAO: **KRIW**)	**Lat:** 43 3.855000 N **Long:** 108 27.589997999 W
Elevation: 5528 ft. / 1684.9m	**Runway Length:** 8204x150'	**Unicom Frequency: 122.8**

Directions To Airport: *Provide driving directions to the airport: 3 miles NW of Riverton, WY.*

Airport Manager: Paul Griffin	**Fuel:** [x] Jet-A [x] Av-Gas
General Operating Hours: 0800-1700	**Office Phone: 307-856-7063** **After Hours Fueling: See Airport Refueling**

Primary Person Designated as a Contact for the SEAT Operation:
[X] Airport Manager [] Other

Agreements: *List any agreements or MOUs that are in place for the SEAT operations:*
[] No agreements [] Verbal Agreement [x] Formal Written Agreement [] Formal Written MOU
[] Other:

Security: *Describe the type of security the airport has, like locked gates, fences, security cards etc.:*

Airport has locked gates and a controlled service entry gate to the SEAT reload pit. A BLM lock is on gate v12 and a pass code at the service gate. Keys to the facilities are located in the shed.

2019 GATE CODES: V12-1542 V1-5203
SEAT Base Combos: 1542

Airport Access: *Describe any concerns or procedures for accessing the airport:*
Need to contact the Airport Manager who will provide an access code to gate controller in order to access the SEAT area reload pit. Airport Manager may have the vendor as well as GOV employees take a written test to drive on the ramp area of the airport.

Comments: *Provide a brief narrative about any special concerns for operating at the airport: Contractors service vehicles need to get permission from the Airport Manager to get access to the ramp area.*

AIRPORT FUELING

Describe the procedures established for ordering fuel on the base:
Classic Aviation for ordering fuel.
24 HOUR FUEL: 307-856-3599
KIM STEINHOFF (OFFICE MNGR) 307-240-4426
STEVE CRANE (FUEL TRUCK) 307-851-1474

***General* response time for fuel truck:**
[x] < 15 min [] < 30 min [] > 30 min [] Other:

Does the airport allow hot re-fueling operations for SEATs? [] Yes [X] No

Does the airport have a designated area for hot re-fueling? [] Yes [X] No
Location of the designated area: Refueling at the SEAT base area.

Comments on fueling: Per the 2018 NWCG Standards for Single Engine Airtanker Operation there shall be no simultaneous "hot" reloading and refueling of SEATs. Only aircraft carded for hot re-fueling shall be allowed to hot re-fuel. The SEAT contractor must comply with the base operational plans as they pertain to hot re-fueling. CONTACT DISPATCH AND UAM FOR ANY MEDIUM OR LARGER FUEL SPILLS THAT MAY OCCUR.

JETTISON AREAS

Description of the jettison areas:

West/NW of runway: (1) 43 4.27499999 X 108 29.133333599 (2) 43 4.95893340 X 108 29.316666599
North/NE of runway (3) 43 4.5463331999 X 108 29.516666399

Descriptive area: Jettison areas surrounding area within 1 minute flight time from RIW. Structures and Roads are in the vicinity of the jettison areas.

DISPATCH INFORMATION

Dispatch Call Sign: Cody Interagency Dispatch Center	**Office Phone:** 1-800-295-9954 **Office Fax:** 1-307-578-5759 **Aviation Dispatcher**:

Aviation Frequencies Monitored by the Dispatch Office:

[x] National Flight Following [X] Air Guard [] Unicom [ ] National RAMP
[] Other:

Agency Frequencies Monitored by the Dispatch Office:

[x] USFS [x] BLM [x] BIA [] NPS [] FWS [] State
[] Other:

Flight Following Requirements:

[x] AFF [x] Agency Flight Following with 15 min Check-Ins [X] Combination AFF / Agency
[] Other:

Primary Flight Following Frequency: *NATIONAL FLIGHT FOLLOW*

RX:168.650	**TX:168.650**	**Tone: 110.9**

Name of Flight Following Frequency Listed Above:

[x] National Flight Follow [] Other: Cody Interagency Dispatch Center

Initial Check-In Information: *(List information required for the pilot to provide the dispatcher on initial contact.)*

[x] T-Number [x] Amount of Fuel [x] Mission Objective [x] General Heading [x] ETA to Incident
[] Other:

15 Minute Check-In Requirements: *(Describe procedures established for15 minute check-ins.)*

[] Dispatcher monitors AFF only, no verbal contact with pilot.
[X] Dispatch monitors AFF, verbal “ops normal” with pilot.
[] Dispatch requires 15 min verbal check-ins (Current location, bearing, operational status report).
[] Other:

Dispatch Close Out Requirements: *(Check all the procedures that apply when landing at the airport.)*

[] Call dispatch when 5 miles out of landing at the airport, or when entering sterile cockpit environment.
[x] Call dispatch when the pilot is on the ground at the airport (this may be negotiated by the SEMG and Dispatch during high fire frequency).
[] Call dispatch when the pilot is in the pit.

Comments on Flight Following: *(Provide a brief narrative about any special concerns for flight following.)*

If National Flight Follow has heavy radio traffic, use the BLM direct frequency to contact Cody Dispatch Center.

Ordering General Supplies and Equipment

Placing Orders: *(Identify the primary source the SEMG should use to order their supplies / equipment from.)*
[x] Unit Aviation Manager [x] Dispatch Office
[] Other:

Documenting Orders: *(Describe how the SEMG should document their request for supply / equipment orders.)*
[x] Use General Message Form [x] Verbal Request Only
[] Other

Inventory Procedures: *(Describe how the SEMG should keep track of their supply and equipment orders.)*
[x] SEAT Base Inventory Sheet (See Appendix) [] Local Inventory Form
[]Other

SEMG WILL COMPLETE ONLINE FLIGHT PROGRAM AND RETARDANT USE FORMS DAILY. SEMG WILL EMAIL RETARDANT USE FOR THE DAY TO THE UNIT AVIATION MANAGER.

SEAT BASE FACILITIES

SEAT Base Facilities is identified as: *(Check the one that best describes the base facilities.)*
[X] Category I [] Category II [] Category III Category IV

SEAT Base Facilities Contains the following: *(Provide as much detail as possible in the comments.)*

Item	Yes	No	Comments
Outside Shade		x	
Indoor Office Space	x		
Electricity	x		
Water	x		
Indoor Restrooms		x	
Portable Toilets	x		
Kitchen Area	x		
Sleeping Area	x		
Outside Lights		x	
Garbage Services	x		
Storage Area	x		

Other Amenities: *(List any amenities like microwave, showers, TV, etc.)*
Refrigerator, microwave

Office Equipment Available at the Base:
[x] Copier [ ] Computer [x] Internet Access [x] Printer [ ] Fax Machine [ ] Telephone (landline)
[ ] Other:

Types of Radios Available at the Base:
[x] VHF-AM Base Station [ ] VHF-AM Vehicle Radio [x] VHF-AM Handheld Radio
[x] VHF-FM Base Station [ ] VHF-FM Vehicle Radio [ ] VHF-FM Handheld Radio
Other: Command trailer in Worland will have VHF- AM and FM radios.

Vehicle Parking

Area Designated for Parking at the SEAT Base: *SEAT base operations vehicles are to be parked next to the seat base area to the west of the bulk tank. Trailers can be parked behind the Seatbase Shed.*

Overflow Parking Area: *Park along the access road to the West of the Seatbase Trailer.*

SEAT Base Facility Security

Airport facility is fenced and the entry gates are locked. To get access to the SEAT ramp contact the Airport Manager. An airport security (TSA) test may be asked for before gaining access (case by case basis)
See "security" page 3

Is the SEAT Base Facility locked up during the night ? [x] Yes [] No

Are the SEAT Managers issued a key ? [x] Yes [] No
Comments:

Are the contractors issued a key ? [] Yes [x] No
Comments:

Primary person responsible for locking up the base facilities: SEAT Manager

Primary person responsible for opening up the base facilities: SEAT Manager

Comment on the SEAT Base Facilities:

RAMP Operations

Number of pits:	**1**	Tie downs in the pit area: [] Yes	[x] No	
Max number of SEATs the base can load:	**4**	**Tie down availability outside the RAMP space:** *(Check one)*		
		[] No Tie Downs	[] Limited Tie Downs	[x] Tie Downs Available

Aircraft Overflow staging or parking area: (*Describe the area used to stage SEATs out of the pit area)*

Aircraft overflow will be parked on the ramp to the north of the pit area.

Vehicle access on RAMP: [] No Vehicle Allowed [x] Support Vehicles Only [] SEMG Vehicle
[] Other Vehicles:

RAMP Vehicle Ingress / Egress Routes: Vehicles will flow to the main entry gate or use V12.

RAMP Personnel

The base has the following personal assigned or authorized for the RAMP operations:
[x] SEMG [x] RAMP Managers [x] Parking Tender [x] Contractor Loaders [x] Government Loaders

Authorized Personnel Allowed to Load SEATs:
[x] SEAT Vendor Personnel Only [x] Qualified Government Personnel
[] Other:

Specialized Loading Program Established for the Base: [X] Yes [] No
Currently Cody Dispatch has a list of qualified Mixer loaders to draw from.

PPE Required for RAMP			
Dress Code for Government Personnel: [x] Long Pants [x] Shorts Authorized [x] Boots [x] Closed Toe Shoes [] Other:		**Dress Code for Contractor Personnel:** [x] Long Pants [x] Shorts Authorized [x] Boots [x] Closed Toe Shoes [] Other:	
PPE Requirements for Government Personnel: [x] Eye Protection [x] Hearing Protection [] Other:		**PPE requirements for Contractor Personnel:** [x] Eye Protection [x] Hearing Protection [] Other:	
Vest Requirements for Government Personnel:		**Vest Requirements for Contractor Personnel:**	
Color	Position (SEMG, Loader, RAMP, etc)	Color	Position (SEMG, Loader, RAMP, etc)
HiViz Orange	FWPT		
HiViz Yellow	RAMP		
Blue	LOADER		
[ ] No Vest Requirements for Government		[x] No Vest Requirements for Contractor Personnel	

RAMP Operations		
Wash Down Equipment: [] No Wash Down Area [x] Regular Faucet/Garden Hose/**Hazmat Vaccum** [] Pressurized Washer	**Containment Pit or Area:** [x] Established Containment Pit [] Temporary Containment Pit / Area [] No Containment Pit	**Safety Equipment on RAMP:** [] Eye Wash Station [x] First Aid Kit [x] Fire Extinguisher [] E-Vac Kits [x] Other (Crash Rescue Kit)
Wash Down Area: *Located on the ramp. Use Hazmat Vacuum to contain water and retardant and pump into green containment tank. Tank will need to be pumped out when full for disposal. Contact UAM, See SWPPP for Company Info*	**RAMP / Pit Drainage**: *Pit drainage has a collection system that is built into the pad. The collection system drains into a main collection pit. Avoid putting wash down/retardant through this system unless last resort. Use provided hazmat vacuum and pump into stock tank.*	
Designated Maintenance or Shut Down Area: The designated maintenance work can be either on the pad or the maintenance hangar of the local FBO. LINDSAY ABERCROMBIE Hazmat Coordinator number is 307-332-8429/360-3299		

Pit Access	
Established Procedures for SEATs Entering the Pit: Pilot will ask for permission to enter reload pit.	**Established Procedures for SEATs Departing the Pit:** Pilot will receive a “thumbs up” (hand signal) from the loader and will communicate via radio for notifications on departure.

RAMP COMMUNICATIONS	
RAMP Frequency: [X] VHF-AM: 123:975 [] Other:	**Radio Equipment Used on RAMP:** [x] VHF-AM Radios [] VHF-FM Radios [] Other:
Headsets required on RAMP: [X] Yes] No **If Yes, what frequency is monitored:** [X] VHF-AM 123.975 [] Other:	
FLIGHT LAUNCH ROTATION	

Rotation will follow national policy stated in the NWCG Standards for Single Engine Airtanker Operatations in Chapter 3, Sec II, D.

WATER SYSTEM

Water Supply Lines: *(Check the ones that apply to the water supply system.)*
[] Underground Plumbed Water Lines [] Surface Water Supply Lines [x] Hose lay
[] Other

Water Metering System in Place for the Base: [x] Yes [] No
If yes, describe the procedures: The city of Riverton will have a water meter attached to the water source.

Water Valve System: *(Provide as much detail as possible in the comments.)*

Type of Valve	Yes	No	Location / Comments
Primary Shut Off Valve	x		Fire hydrant wrench needed to shut off water flow.
Additional Shut Off Valve			
Additional Shut Off Valve			

Other Miscellaneous Valves:

Comments on the water system:
Need to coordinate with the city on water usage during heavy flow periods. Regional Water Commission need to be contacted.

WATER SUPPLY

Primary Water Source:	**Capacity:**
Riverton water supply system	75 gal/min

Water Ordering Procedures: *(Describe the procedures established for ordering water.)*

Will order a water tender thru Cody Dispatch if water source is compromised.

Trigger Point for Re-Ordering Water:
Lose of water pressure from the hydrant.

Timeline for Re-Supplying Water: *(Document the estimated time frame for re-supplying water.)*
[X] Immediate [] One -Two Hours [] Two –Three Hours [] Other:

Back Up Water Source: *Large volume water tenders ordered thru Cody Dispatch.*

RETARDANT SYSTEM

Retardant Supplier: *(Check One)* [] Full Service Contract [x] Government Supplies Retardant
[] Other:

Retardant Pumping System: *(Check the best one that applies to the base set up)*
[] Fully service contract that mixes the water and retardant and loads the aircraft as part of the contract.
[x] Water and retardant directly supplied to the vendor support vehicle, mixed, and loaded on aircraft.
[x] Water and retardant directly supplied to ground mixing tank, mixed and loaded on the aircraft.
[] Other:

Retardant Refract meter Readings: Taken during loading. The contractor/ loaders are required by contract to verify each load of retardant. (NWCG Standards for Single Engine Airtanker Operations 2018 Chapter 7, Sec. 1).

Retardant Pumps: [X] Government Owned [] SEAT Contractor [] Full Service Contract Equipment

How many primary pumps does the base have: [] one [X] two [] three [] four	**Back-up pumps Available:** [X] Yes [] No
Retardant Pump Maintenance: Who is responsible for supplying fuel, oil, gaskets, etc for the pumps? [x] Government Personnel [] SEAT Contractor [] Full Service Contractors [] Other	
Retardant Pump Maintenance: Who is responsible for maintaining the pumps? [x] Government Personnel [] SEAT Contractor [] Full Service Contractors [] Other	

RETARDANT SUPPLY			
Type of Retardant Used		**Type of Foam Used**	**Type of Gel Used**
Liquid: LC 95A-FX	**Powder:**		
Mix Ratio: 5.5:1 Refrac:12.75-14.50	Mix Ratio: Refractometer:	Mix Ratio:	Mix Ratio: Marsh Funnel Time:
Re-Order Trigger Point: Less than 2000 GAL. depending on time of year.or otherwise	Re-Order Trigger Point:	Re-Order Trigger Point:	Re-Order Trigger Point:

Ordering Retardant / Suppressants: *Will contact Unit Aviation Manager/ WY State Aviation Manager*

Timeline for Re-Supplying Retardant: *(Document the estimated time frame for re-supplying retardant.)*
[] < 12 Hours [X] < 24 Hours [] < 36 Hours [] < 48 Hours [] Other:

RETARDANT STORAGE TANKS	
Number of storage tanks at the base: 1	**Maximum gallons of liquid retardant : 6000**

RETARDANT RE-CIRCULATION PROCEDURES	
Retardant re-circulation schedule : [] Daily [] Every 2-3 Days [X] Weekly [x] Other	**Length of time designated for re-circulation:** [] 30 min. [x] 1 Hour [] 2 Hours [] 3 Hours []Other

Primary person designated to re-circulate the retardant: UAM

COMMENTS ON RETARDANT SYSTEM

Local support crew will provide assistance for the load base. Primary contact will be UAM.

If a medium to large spill may happen please inform UAM, Dispatch and Lander FO Hazmat Coordinator Hazmat Coordinator: LINDSAY ABERCROMBIE 307-332-8429/360-3299

INITIAL BRIEFINGS
Primary person designated to provide the initial briefing to incoming pilots: [x] Unit Aviation Manager [] Air Base Manager [X] SEMG [X] Other: Duty Officer
Check what elements are given to the pilot on their initial briefing: [x] Local Briefing Packet [x] Maps [x] Frequency Lists [x] Repeater Locations [x] Organizational Chart
Primary person designated to provide the initial briefing to incoming SEMG: [x] Unit Aviation Manager [] Air Base Manager [] FMO [X] Other: Duty Officer

Check what elements are given to the SEMG on their initial briefing:
[x] Local Briefing Packet [x] Maps [x] Frequency Lists [x] Repeater Locations [x] Organizational Chart

Type of Aerial Hazard Map Available at the Base:
The Salt-Lake-city-102110-north and south sectional charts can be found in:
https://www.frames.gov/fire-ops-maps/wyoming#26121-tab-3

DAILY MORNING OPERATIONS

Primary person designated to give the morning briefing?
[] Unit Aviation Manager [] Air Base Manager [x] SEMG [] Other:

Primary source of Intel for the base: May need to pull info off the internet
[x] Intel directly available at the base [] Dispatch faxes Intel to base [x] Intel brought out to the base
[x]Other: Briefings may be conducted on-site

General time frame for morning briefings: 1000

Check the items that are reviewed during the morning briefing: Use internet to obtain materials.
[x] National Sit Report [x] GACC Sit Report [x] Local Sit Report [x] Weather [x] Lightning Map
[x] ERC / BI [x] Aviation Resource Report [x] Fire Status [x] Frequencies [] Airspace
[] Other

Pilots required to do morning radio check: [] Yes [x] No →	If yes, who do they perform their radio check with?
Loaders required to do morning radio check: [] Yes [x] No →	If yes, who do they perform their radio check with?
SEMG required to perform a morning check-in? [x] Yes [] No →	If yes, who do they contact? Provide Cody dispatch with a morning in service.

Lunch Scheduling Low Fire Activity: *(Describe scheduling lunch breaks during periods of low fire activity.)*
[] Contractors remain at base [] Contractors depart base [x] Contractors stagger or rotate for coverage

Lunch Scheduling High Fire Activity: *(Describe scheduling lunch breaks during periods of high fire activity.)*
[] Contractors remain at base [] Contractors depart base [x] Contractors stagger or rotate for coverage

Lunch Scheduling During an Ongoing Fire: *(Describe scheduling lunch breaks during periods of high fire activity.) Contact UAM for purchasing of meals.*
[x] Government provides contractors lunch [] Contractors stagger or rotate for coverage

DAILY EVENING OPERATIONS

Evening Meals Provide at the Base: [x] Yes [] No
If Yes, describe the trigger point for providing an evening meal to contractors: If operations look to go past 1900 contact UAM before 1800 for purchasing of meals.

Evening Debrief: *(Describe the general base policy for conducting end of day de-briefing sessions.)*
[x] Always conducted each day OR [X] Conducted next day in AM briefing

Primary person designated to give the evening debriefing? If needed, SEMGs discretion
[] Unit Aviation Manager [] Air Base Manager [x] SEMG [] Other:

Who is responsible for providing base personnel with the duty day shut down time and next day on time: Give dispatch a call at close of business every day at 1730 for status.
[x] Dispatch [] Air Base Manager [x] FMO/Duty Officer

PROCEDURES ESTABLISHED FOR ORDERING SEATS

An order to mobilize a SEAT will *be received* from the following source:
[x] Dispatch Office [] Unit Aviation Officer [] Air Base Manager [] FMO
[] Other:

The order will be sent to the base by the following method: [] Fax [] Landline [x] Cell Phone [] Radio

The order will be documented on the following form when dispatched from the base: [x] NFES 2657 Aircraft Dispatch Form [] Local Aircraft Dispatch Form [] ATB-3 [x] Resource
The order to mobilize a SEAT will be *given* to the following person: [x] SEAT Manager [] Unit Aviation Officer [x] Air Base Manager []Other:
Type of documentation a pilot will receive to mobilize for an order: [x] Copy of the Aircraft Dispatch Form [] Verbal Notification [] Other:

ADMINISTRATION						
Billee Codes for the Area of Operation						
Agency	**Unit Name**	**Billee Code**		**Agency**	**Unit Name**	**Billee**
BLM	WBD District Office	6460		FWS		
USFS				STATE		
BIA						
NPS						
Charge Codes:						
Obtaining Charge Code Information: *(Describe how the SEMG obtains their charge codes each day for the OAS 23.) SEAT Base Manager, dispatch or Resource order*						
Who is authorized to sign the OAS 23: Seat Base Manager						
Per Diem Rates for the Area of Operation:						
Per Diem Rate for the Area →	**Location Name: Riverton, WY**	**$ Rate: $55/$96**				
Per Diem Rate for the Area →	**Location Name:**	**$ Rate:**				
Per Diem Rate for the Area →	**Location Name:**	**$ Rate:**				

Documentation:

Types of Record Keeping Required at the Base: *(List the documents that the unit requires copies of for the system of records keeping.)* [x] SEAT Inspection Sheets [x] SEAT Tanker Logs [x] SEAT Cost Summary Sheets [x] OAS 23's [x] Other: **EMAIL UAM DAILY WITH RETARDENT USE.** **FS EGP program FLIGHT will be use to track all SEAT base info.**
Who is designated to receive copies of all the documentation generated at the base: Unit Aviation Manager: Henry Gilliland 307-349-6823 hgillila@blm.gov
What is the time frame for providing the agency with the copies of the required documentation: [x] Daily [ ] Every Week [ ] Every Two Weeks [ ] At the End of Your Assignment [ ] Other: **SEMGs will provide UAM with Retardant Use Data daily following active SEAT Operations**

This Portion of the Plan is NOT to be used in lieu of the existing Dispatch Center Aircraft Incident/Accident Response Plan, but contains supplemental information for the benefit of a SEAT Manager assigned to the Base. Each Base, when open/activated, must have a copy of the Center Incident/Accident Response Plan and Aircrew Orientation Guides available for viewing.

CRASH RESCUE OPERATIONS		
Nearest Hospital: Riverton Memorial	Lat:N 43 2.0648339999	Long:W108 25.125167999
Nearest Trauma Center: Billings ,MT	Lat:N 45 47.371998000	Long:W108 30.769667999
Nearest Burn Center: Salt Lake City, UT	Lat:N 40 46.30200000	Long: W111 50207999999

REPORTING ACCIDENT / INCIDENTS ON THE SEAT BASE		
DATE:	TIME:	REPORTED BY:
INCIDENT INFORMATION		
WHAT TYPE OF INCIDENT OBSERVED OR REPORTED?		
WHO / WHAT IS INVOLVED?		
EMERGENCY MEDICAL SUPPORT (EMS)		
WHAT TYPE OF EMS IS REQUIRED? Injuries? ☐ YES ☐ NO ☐ UNKNOWN		
STEP ONE: Try to document as much of the information possible on the table above from your observations or the individual that is reporting the incident.		
STEP TWO: **DIAL: 911 TO REPORT THE INCIDENT AND REQUEST ASSISTANCE**. TIME NOTIFIED:		
STEP THREE: Notify the appropriate Initial Attack Dispatch Office and relay the known information so they can activate their Aviation Mishap Response Plan. **DISPATCH OFFICE:** _____**PHONE:**_____ TIME NOTIFIED:		

STEP FOUR: Establish who the On Scene Incident Commander (IC) is and who are the On Scene Incident Responders. Appoint a main contact on site for the dispatch office to call for further information or instructions. Relay the names and titles to dispatch.

ON SCENE IC:

_____Phone:_____

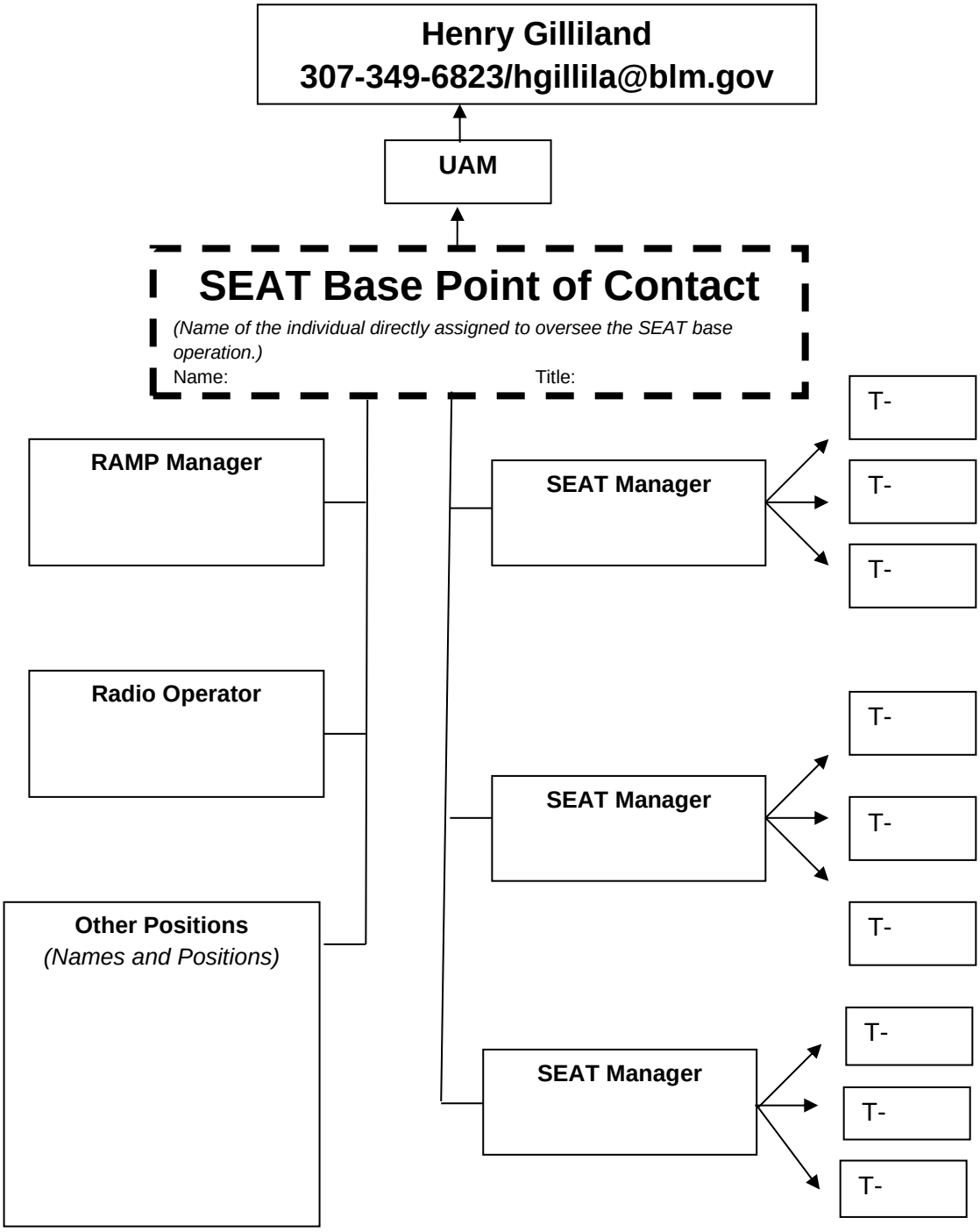
ON SCENE RESPONDER: _____

NOTE: ***Be prepared to provide the dispatch office with the following information:***

Make / Model of Aircraft:_____ N#:_____ Call Sign:_____
Type of Fuel: Jet- A:____ AV-GAS:_____ AMOUNT:_____
Pilot Name:_____Driver:_____ Loader:_____
Make / Model of Fuel Truck: _____License #_____Amount of Fuel:_____

Complete the following forms when SEAT operations are being conducted at the base:

- SEAT Base Organizational Chart
- SEAT Base Contact Information Sheet
- SEAT Base Inventory Sheet


Henry Gilliland
307-349-6823/hgillila@blm.gov
UAM
SEAT Base Point of Contact
(Name of the individual directly assigned to oversee the SEAT base operation.)
Name:
Title:
RAMP Manager
Radio Operator
Other Positions
(Names and Positions)
SEAT Manager
SEAT Manager
SEAT Manager
T-
T-
T-
T-
T-
T-
T-
T-
T-

Date:_________

SEAT BASE CONTACT LIST

SEAT Managers	SEAT Contractor Personnel	Other Contacts
Name: Phone:	Name: Tanker #:	Title: Name: Phone:
Name: Phone:	Name: Tanker #:	Title: Name: Phone:
Name: Phone:	Name: Tanker #:	Title: Name: Phone:
Name: Phone:	Name: Tanker #:	Title: Name: Phone:
Name: Phone:	Name: Tanker #:	Title: Name: Phone:
Name: Phone:	Name: Tanker #:	Title: Name: Phone:
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Name: Phone:	Name: Tanker #:	Title: Name: Phone:
Name: Phone:	Name: Tanker #:	Title: Name: Phone:
Name: Phone:	Name: Tanker #:	Title: Name: Phone:
Name: Phone:	Name: Tanker #:	Title: Name: Phone:
Name: Phone:	Name: Tanker #:	Title: Name: Phone:
Name: Phone:	Name: Tanker #:	Title: Name: Phone:

SEAT Base Inventory Sheet

Name of SEAT Base: Riverton SEAT Base
Location of Base: Riverton Airport, Worland WY

Item Description *(List of supplies and equipment on base.)*	**Ownership** *(Agency, Airport, EERA, etc)*	**Check-Out By** *(Name and date checked-out)*	**Documentation Used** *(General Message, Resource Order, etc)*	**Return Information** *(Name of person and date*

SEAT Base Operations Contacts

Cody Interagency Dispatch Center
2501 Wright Brothers Road
Cody, WY 82414
1-800-295-9954

Katie Williamson — Dispatch Center Manager
(307) 578-5740 (w)
(307) 921-1422 (c)

Rich Zimmerlee — WRBDD Fire Management Officer
(307) 347-5188 (w)
(307)921-2381 (c)

Henry Gilliland — WRBBD Aviation Manager
(307)578-5129(w)
(307)349/6823 (c)

Greg Reser — State Aviation Manager
(307)775-6237(w) — BLM-Cheyenne, WY
(307)350-2202(C)

Paul Griffin — Riverton Airport Manager
(307)-856-7063 — Riverton, WY

Greybull SEAT Base Operating Plan

SEAT Base Name:	**Greybull SEAT Base** **CAT- 1 Base**
Location:	**Greybull, WY**
Agency:	**Wind River/ Bighorn Basin BLM District**

NWCG Standards for Single Engine Airtanker Operations (2018) requirement under Chapter 5, VII. SEAT Base Operating Plan:

A SEAT Base Operating Plan is required for Category I/II SEAT bases. The plan must be updated annually and made available to all personnel at the base. The SEMG will ensure the operating plan is current during the time frame they are assigned to the base. A blank SEAT Base Operating Plan can be found on the BLM National SEAT website at

https://www.nifc.gov/aviation/av_BLMseat.html

GREYBULL SINGLE ENGINE AIR TANKER BASE

GREYBULL AIRPORT
GREYBULL, WY

BASE OVERLOAD CONTINGENCY PLAN

PURPOSE:
This limitation will allow for a safe more efficient environment in the course of air tankers retardant loading. It will also help to mitigate the impact on general aviation activities at the Greybull airport.

LIMITATIONS:
No more than four Single Engine Air tankers will be loaded out of the Greybull on a given day. There is only one loading pit at Greybull, therefore Aerial supervisors (air attack, lead planes etc.) and dispatch will be asked to stagger the return to Greybull for reload to allow a small amount of time (5 to 15 minutes) between returning tankers. This time gap will keep SEATS from having to wait to load, thus blocking the ramp and taxi area. Alleviating delays caused by having to mix retardant.

The FBO, will be notified within a reasonable amount of time if more than one SEAT is anticipated to be loaded out of Riverton. This will allow the FBO enough time to call in more personnel to provide fuel service.

In the event that the base capacity in Greybull is exceeded, additional tankers will be routed to alternative reload bases at Billings, Casper*, Rock Springs*, Rawlins* or Riverton*.

***Bases are opened based on an as needed basis and delays upon opening the bases shall be expected. Check with dispatch for availability.**

GENERAL AIRPORT INFORMATION

Airport Name: South Big Horn Airport	**FAA Identifier:** **KGEY** (ICAO: **KGEY**)	**Lat:** 44 31.095833400 N **Long:** 108 4.8666665999 W
Elevation: 3939 ft. / 1200.6	**Runway Length:** 7001' x 150'	**Unicom Freguency:122.9**

Directions To Airport: *Provide driving directions to the airport: 2441 HWY 20 West, Greybull ,WY*

Airport Manager: Wes Huber (307)-568-2551	**Fuel:** [x] Jet-A [x] Av-Gas
General Operating Hours: 0800-1700	**Office Phone: 307 765 9911** **After Hours Fueling: See Airport Fueling**

Primary Person Designated as a Contact for the SEAT Operation:
[X] Airport Manager [x] Other (UAM-Henry Gilliland 307-349-6823)

Agreements: *List any agreements or MOUs that are in place for the SEAT operations:*
[] No agreements [] Verbal Agreement [x] Formal Written Agreement [] Formal Written MOU
[] Other:

Security: *Describe the type of security the airport has, like locked gates, fences, security cards etc.:*

Airport has locked gates and a controlled service entry gate to the SEAT reload pit. **Gate Code: 1016**

Airport Access: *Describe any concerns or procedures for accessing the airport:*
Need to contact the Airport Manager to get a gate controller to get access to the SEAT area reload pit. Airport Manager may have the vendor as well as GOV employees take a test to written test to drive on the ramp area of the airport.

Comments: *Provide a brief narrative about any special concerns for operating at the airport: Contractors service vehicles need to get permission from the Airport Manager to get access to the ramp area.*

AIRPORT FUELING

Describe the procedures established for ordering fuel on the base:
Contact B&G Industries for ordering fuel. 307-765-9911 / 307-765-9912

***General* response time for fuel truck:**
[x] < 15 min [] < 30 min [] > 30 min [] Other:

Does the airport allow hot re-fueling operations for SEATs? [x] Yes [] No

Does the airport have a designated area for hot re-fueling? [X] Yes [] No
Location of the designated area: In front of the B&G fuel pit. Located next to the B&G building.

Comments on fueling: Per the 2018 NWCG Standards for Single Engine Airtanker Operation there shall be no simultaneous "hot" reloading and refueling of SEATs. Only aircraft carded for hot re-fueling shall be allowed to hot re-fuel. The SEAT contractor must comply with the base operational plans as they pertain to hot re-fueling. CONTACT UAM AND DISPATCH FOR ANY MEDIUM OR LARGER FUEL SPILLS.

JETTISON AREAS

Describe the jettison areas established for the base:
44 32.333333400 X 108 5.633333400 North-west of runway
44 29.916666599 X 108 4.666666800 South-west of runway

Descriptive area: Jettison areas surrounding area within 1 minute flight time from GEY.

DISPATCH INFORMATION	
Dispatch Call Sign: Cody Interagency Dispatch Center	**Office Phone:** 1 800 295 9954 **Office Fax:** 1 307 578 5759 **Aviation Dispatcher**:
Aviation Frequencies Monitored by the Dispatch Office: [x] National Flight Following [X] Air Guard [] Unicom [ ] National RAMP [] Other:	
Agency Frequencies Monitored by the Dispatch Office: [x] USFS [x] BLM [x] BIA [] NPS [] FWS [] State [] Other:	
Flight Following Requirements: [x] AFF [x] Agency Flight Following with 15 min Check-Ins [X] Combination AFF / Agency [] Other:	
Primary Flight Following Frequency: *Provide the frequency used to flight follow from the SEAT base:* **If National Flight Follow has heavy radio traffic, use the BLM direct frequency to contact Cody Dispatch Center.**	
RX:168.650	**TX:168.650** / **Tone: 110.9**
Name of Flight Following Frequency Listed Above: [x] National Flight Follow [] Other: Cody Interagency Dispatch Center	
Initial Check-In Information: *(List information required for the pilot to provide the dispatcher on initial contact.)* [x] T-Number [x] Amount of Fuel [x] Mission Objective [x] General Heading [x] ETA to Incident [] Other:	
15 Minute Check-In Requirements: *(Describe procedures established for15 minute check-ins.)* [] Dispatcher monitors AFF only, no verbal contact with pilot. [X] Dispatch monitors AFF, verbal "ops normal" with pilot. [] Dispatch requires 15 min verbal check-ins (Current location, bearing, operational status report). [] Other:	
Dispatch Close Out Requirements: *(Check all the procedures that apply when landing at the airport.)* [] Call dispatch when 5 miles out of landing at the airport, or when entering sterile cockpit environment. [x] Call dispatch when the pilot is on the ground at the airport. (this may be negotiated by the SEMG and Dispatch during high fire frequency). [] Call dispatch when the pilot is in the pit. []Other:	
Comments on Flight Following: *(Provide a brief narrative about any special concerns for flight following.)* **If National Flight Follow has heavy radio traffic use the BLM direct frequency to contact Cody Dispatch Center.**	

Ordering General Supplies and Equipment
Placing Orders: *(Identify the primary source the SEMG should use to order their supplies / equipment from.)* [x] Unit Aviation Manager [x] Dispatch Office [] Other:

Documenting Orders: *(Describe how the SEMG should document their request for supply / equipment orders.)*
[x] Use General Message Form [x] Verbal Request Only
[] Other

Inventory Procedures: *(Describe how the SEMG should keep track of their supply and equipment orders.)*
[x] SEAT Base Inventory Sheet (See Appendix) [] Local Inventory Form
[]Other

SEMG WILL COMPLETE ONLINE FS EGP FLIGHT PROGRAM AND RETARDANT USE FORMS DAILY. SEMG WILL EMAIL RETARDANT USE FOR THE DAY TO THE UNIT AVIATION MANAGER.

SEAT BASE FACILITIES

SEAT Base Facilities is identified as: *(Check the one that best describes the base facilities.)*
[X] Category I [] Category II [] Category III Category IV

SEAT Base Facilities Contains the following: *(Provide as much detail as possible in the comments.)*

Item	Yes	No	Comments
Outside Shade		x	
Indoor Office Space	x		
Electricity	x		
Water	x		
Indoor Restrooms		x	
Portable Toilets	x		
Kitchen Area		x	
Sleeping Area		x	
Outside Lights		x	
Garbage Services		x	
Storage Area		x	

Other Amenities: *(List any amenities like microwave, showers, TV, etc.)*

Office Equipment Available at the Base:
[x] Copier [ ] Computer [x] Internet Access [x] Printer [ ] Fax Machine [ ] Telephone (landline)
[ ] Other:

Types of Radios Available at the Base:
[x] VHF-AM Base Station [ ] VHF-AM Vehicle Radio [ ] VHF-AM Handheld Radio
[x] VHF-FM Base Station [ ] VHF-FM Vehicle Radio [ ] VHF-FM Handheld Radio
Other: Command trailer in Worland will have VHF- AM and FM radios.

Vehicle Parking

Area Designated for Parking at the SEAT Base: *Off of ramp area to the east of the reload pit for vendor and GOV employees. All other non-SEAT base operations vehicle need to be parked outside the secure fence.*

Overflow Parking Area: *Park on the outside of the controlled gate (general parking) and enter thru the man gate and walk to the reload pit area.*

SEAT Base Facility Security
Airport facility is fenced and the entry gates are locked. To get access to the SEAT ramp need to get a gate controller from the FBO. ***Gate Combo: #1016***
Is the SEAT Base Facility locked up during the night ? [x] Yes [] No
Are the SEAT Managers issued a key ? [] Yes [x] No Comments:
Are the contractors issued a key ? [] Yes [x] No Comments:
Primary person responsible for locking up the base facilities: SEAT Manager
Primary person responsible for opening up the base facilities: SEAT Manager
Comment on the SEAT Base Facilities:

RAMP Operations				
Number of pits:	**1**	Tie downs in the pit area: [] Yes [x] No		
Max number of SEATs the base can load:	**4**	**Tie down availability outside the RAMP space:** *(Check one)*		
		[] No Tie Downs	[] Limited Tie Downs	[x] Tie Downs Available
Aircraft Overflow staging or parking area: (*Describe the area used to stage SEATs out of the pit area)* Aircraft overflow will be parked on the ramp to the south of the FBO.				
Vehicle access on RAMP: [] No Vehicle Allowed [x] Support Vehicles Only [] SEMG Vehicle [] Other Vehicles:				
RAMP Vehicle Ingress / Egress Routes: Vehicles will flow to the main entry gate to the pad.				

RAMP Personnel
The base has the following personal assigned or authorized for the RAMP operations: [x] SEMG [x] RAMP Managers [x] Parking Tender [x] Contractor Loaders [x] Government Loaders
Authorized Personnel Allowed to Load SEATs: [x] SEAT Vendor Personnel Only [x] Qualified Government Personnel [] Other:
Specialized Loading Program Established for the Base: [X] Yes [] No *Currently Cody Dispatch has a list of qualified Mixer/Loaders to draw from.*

PPE Required for RAMP	
Dress Code for Government Personnel:	**Dress Code for Contractor Personnel:**
[x] Long Pants [x] Shorts Authorized	[x] Long Pants [x] Shorts Authorized
[x] Boots [x] Closed Toe Shoes	[x] Boots [x] Closed Toe Shoes
[] Other:	[] Other:

PPE Requirements for Government Personnel: [x] Eye Protection [x] Hearing Protection [] Other:		**PPE requirements for Contractor Personnel:** [x] Eye Protection [x] Hearing Protection [] Other:	
Vest Requirements for Government Personnel:		**Vest Requirements for Contractor Personnel:**	
Color	Position (SEMG, Loader, RAMP, etc)	Color	Position (SEMG, Loader, RAMP, etc)
HI-VIZ ORANGE	FWPT		
HI-VIZ YELLOW	RAMP		
BLUE	LOADER		
[] No Vest Requirements for Government		[ ] No Vest Requirements for Contractor Personnel	

RAMP Operations		
Wash Down Equipment: [] No Wash Down Area [x] Regular Faucet / Garden Hose [] Pressurized Washer	**Containment Pit or Area:** [x] Established Containment Pit [] Temporary Containment Pit / Area [] No Containment Pit	**Safety Equipment on RAMP:** [x] Eye Wash Station [x] First Aid Kit [x] Fire Extinguisher [] E-Vac Kits [X] Other (Crash Rescue Kit)
Wash Down Area: *Located on the ramp. Use Hazmat Vacuum to contain water and retardant and pump into green containment tank. Tank will need to be pumped out when full for disposal. Contact UAM, See SWPPP for Company Info*	**RAMP / Pit Drainage**: *Pit drainage has a collection system that is built into the pad. The collection system drains into a main collection pit. Avoid putting wash down/retardant through this system unless last resort. Use provided hazmat vacuum and pump into stock tank.*	
Designated Maintenance or Shut Down Area: The designated maintenance work can be either on the pad or the maintenance hangar of B&G Industries.		

Pit Access	
Established Procedures for SEATs Entering the Pit: Pilot will ask for permission to enter reload pit.	**Established Procedures for SEATs Departing the Pit:** Pilot will receive a “thumbs up” (hand signal) from the loader and will communicate with UNICOM for notifications on departure.

RAMP COMMUNICATIONS	
RAMP Frequency: [X] VHF-AM: 124.475 [] Other:	**Radio Equipment Used on RAMP:** [x] VHF-AM Radios [] VHF-FM Radios [] Other:
Headsets required on RAMP: [x] Yes [] No **If Yes, what frequency is monitored:** [x] VHF-AM 124.475 [] Other:	

FLIGHT LAUNCH ROTATION
Rotation will follow national policy stated in the NWCG Standards for Single Engine Airtanker Operatations in Chapter 3, Sec II, D.

WATER SYSTEM

Water Supply Lines: *(Check the ones that apply to the water supply system.)*
[] Underground Plumbed Water Lines [] Surface Water Supply Lines [x] Hose lay
[] Other

Water Metering System in Place for the Base: [x] Yes [] No
If yes, describe the procedures: The city of Greybull will have a water meter attached to the water source.

Water Valve System: *(Provide as much detail as possible in the comments.)*

Type of Valve	Yes	No	Location / Comments
Primary Shut Off Valve	x		Fire hydrant wrench needed to shut off water flow.
Additional Shut Off Valve			
Additional Shut Off Valve			

Other Miscellaneous Valves:

Comments on the water system:
Need to coordinate with the city on water usage during heavy flow periods. Regional Water Commission need to be contacted. Contact Gary Thompson with the city of Worland.

WATER SUPPLY

Primary Water Source:	**Capacity:**
Greybull water supply system	75 gal/min

Water Ordering Procedures: *(Describe the procedures established for ordering water.)*

Will order a water tender thru Cody Dispatch if water source is compromised.

Trigger Point for Re-Ordering Water:
Less than 2000 gal of water

Timeline for Re-Supplying Water: *(Document the estimated time frame for re-supplying water.)*
[X] Immediate [] One -Two Hours [] Two –Three Hours [] Other:

Back Up Water Source: *Large volume water tenders ordered thru Cody Dispatch.*

RETARDANT SYSTEM

Retardant Supplier: *(Check One)* [] Full Service Contract [x] Government Supplies Retardant
[] Other:

Retardant Pumping System: *(Check the best one that applies to the base set up)*
[] Fully service contract that mixes the water and retardant and loads the aircraft as part of the contract.
[x] Water and retardant directly supplied to the vendor support vehicle, mixed, and loaded on aircraft.
[x] Water and retardant directly supplied to ground mixing tank, mixed and loaded on the aircraft.
[] Other:

Retardant Refract meter Readings: Taken during loading. The contractor/ loaders are required by contract to verify each load of retardant. (NWCG Standards for Single Engine Airtanker Operations 2018 Chapter 7, Sec. 1).

Retardant Pumps: [x] Government Owned [] SEAT Contractor [] Full Service Contract Equipment

How many primary pumps does the base have:	**Back-up pumps Available:**
[x] one [] two [] three [] four	[x] Yes [] No

Retardant Pump Maintenance: Who is responsible for supplying fuel, oil, gaskets, etc for the pumps?
[x] Government Personnel [] SEAT Contractor [] Full Service Contractors

Retardant Pump Maintenance: Who is responsible for maintaining the pumps?
[x] Government Personnel [] SEAT Contractor [] Full Service Contractors
[] Other

RETARDANT SUPPLY

Type of Retardant Used		Type of Foam Used	Type of Gel Used
Liquid: LC 95A	**Powder:**		
Mix Ratio: 5.5:1 Refrac:12.75-14.50	Mix Ratio: Refractometer:	Mix Ratio:	Mix Ratio: Marsh Funnel Time:
Re-Order Trigger Point: Less than 2000 gal. depending on time of year or otherwise instructed	Re-Order Trigger Point:	Re-Order Trigger Point:	Re-Order Trigger Point:

Ordering Retardant / Suppressants: *Will contact UAM/WY State Aviation Manager*

Timeline for Re-Supplying Retardant: *(Document the estimated time frame for re-supplying retardant.)*
[] < 12 Hours [X] < 24 Hours [] < 36 Hours [] < 48 Hours [] Other:

RETARDANT STORAGE TANKS

Number of storage tanks at the base: 1	Maximum gallons of liquid retardant : 6000

RETARDANT RE-CIRCULATION PROCEDURES

Retardant re-circulation schedule :	Length of time designated for re-circulation:
[] Daily [x] Every 2-3 Days when staffed [] Weekly	[] 30 min. [x] 1 Hour [] 2 Hours [] 3 Hours []Other

Primary person designated to re-circulate the retardant: Wade Wyman

COMMENTS ON RETARDANT SYSTEM

Local support crew will provide assistance for the load base. Primary contact will be Unit Aviation Manager. **If a large spill may happen please inform UAM, Dispatch and Cody F.O. Hazmat Coordinator Hazmat Coordinator: Gretchen Hurley 307-578-5943**

INITIAL BRIEFINGS

Primary person designated to provide the initial briefing to incoming pilots:
[x] Unit Aviation Manager [] Air Base Manager [] SEMG [X] Other: Duty officer

Check what elements are given to the pilot on their initial briefing:
[x] Local Briefing Packet [x] Maps [x] Frequency Lists [x] Repeater Locations [x] Organizational Chart

Primary person designated to provide the initial briefing to incoming SEMG:
[x] Unit Aviation Manager [] Air Base Manager [] FMO [X] Other: Duty Officer

Check what elements are given to the SEMG on their initial briefing:
[x] Local Briefing Packet [x] Maps [x] Frequency Lists [x] Repeater Locations [x] Organizational Chart
[] Other:

Type of Aerial Hazard Map Available at the Base:
The Salt-Lake-city-102110-north and south sectional charts can be found in:
https://www.frames.gov/fire-ops-maps/wyoming#26121-tab-3
M:\FIRE\aviation\sectional-charts\collarclipped-sectionals

DAILY MORNING OPERATIONS

Primary person designated to give the morning briefing?
[] Unit Aviation Manager [] Air Base Manager [x] SEMG [] Other:

Primary source of Intel for the base:
[] Intel directly available at the base [] Dispatch faxes Intel to base [x] Intel brought out to the base
[]Other:

General time frame for morning briefings: 1000

Check the items that are reviewed during the morning briefing: Pull off the internet
[x] National Sit Report [x] GACC Sit Report [x] Local Sit Report [x] Weather [x] Lightning Map
[x] ERC / BI [x] Aviation Resource Report [x] Fire Status [x] Frequencies [] Airspace
[] Other

Pilots required to do morning radio check: [] Yes [x] No →	If yes, who do they perform their radio check with?
Loaders required to do morning radio check: [] Yes [x] No →	If yes, who do they perform their radio check with?
SEMG required to perform a morning check-in? [x] Yes [] No →	If yes, who do they contact? Contact Cody Dispatch with Morning In Service

Lunch Scheduling Low Fire Activity: *(Describe scheduling lunch breaks during periods of low fire activity.)*
[] Contractors remain at base [] Contractors depart base [x] Contractors stagger or rotate for coverage

Lunch Scheduling High Fire Activity: *(Describe scheduling lunch breaks during periods of high fire activity.)*
[] Contractors remain at base [] Contractors depart base [x] Contractors stagger or rotate for coverage

Lunch Scheduling During an Ongoing Fire: *(Describe scheduling lunch breaks during periods of high fire activity.)*
[x] Government provides contractors lunch (Contact UAM for Meal Purchases) [] Contractors stagger or rotate for coverage
[] Other:

DAILY EVENING OPERATIONS

Evening Meals Provide at the Base: [x] Yes [] No
If Yes, describe the trigger point for providing an evening meal to contractors: If operations look to go past 1900 contact UAM before 1800 for purchasing of meals.

Evening Debrief: *(Describe the general base policy for conducting end of day de-briefing sessions.)*
[x] Always conducted each day OR [X] Conducted next day in AM briefing

Primary person designated to give the evening debriefing? If needed, SEMGs discretion
[] Unit Aviation Manager [] Air Base Manager [x] SEMG [] Other:

Who is responsible for providing base personnel with the duty day shut down time and next day on time: Give dispatch a call at close of business every day at 1730 for status.
[x] Dispatch [] Air Base Manager [x] FMO/Duty Officer
[] Other:

PROCEDURES ESTABLISHED FOR ORDERING SEATS

An order to mobilize a SEAT will *be received* from the following source:
[x] Dispatch Office [] Unit Aviation Officer [] Air Base Manager [] FMO
[] Other:

The order will be sent to the base by the following method: [] Fax [] Landline [x] Cell Phone [] Radio
The order will be documented on the following form when dispatched from the base: [x] NFES 2657 Aircraft Dispatch Form [] Local Aircraft Dispatch Form [] ATB-3 [x] Resource
The order to mobilize a SEAT will be *given* to the following person: [x] SEAT Manager [] Unit Aviation Officer [] Air Base Manager []Other:
Type of documentation a pilot will receive to mobilize for an order: [x] Copy of the Aircraft Dispatch Form [] Verbal Notification [] Other:

ADMINISTRATION						
Billee Codes for the Area of Operation						
Agency	**Unit Name**	**Billee Code**		**Agency**	**Unit Name**	**Billee**
BLM	WBD District Office	6460		FWS		
USFS				STATE		
BIA						
NPS						
Charge Codes:						
Obtaining Charge Code Information: *(Describe how the SEMG obtains their charges codes each day for the OAS 23.) SEAT Base Manager or Resource order*						
Who is authorized to sign the OAS 23: Seat Base Manager						
Per Diem Rates for the Area of Operation:						
Per Diem Rate for the Area →	**Location Name: Greybull, WY**	**$ Rate: $55/$96**				
Per Diem Rate for the Area →	**Location Name: Lovell, WY**	**$ Rate: $55/$96**				
Per Diem Rate for the Area →	**Location Name:**	**$ Rate:**				

Documentation:

Types of Record Keeping Required at the Base: *(List the documents that the unit requires copies of for the system of records keeping.)* [x] SEAT Inspection Sheets [x] SEAT Tanker Logs [x] SEAT Cost Summary Sheets [x] OAS 23's [x] Other: Airtanker base retardant/flight tracking FLIGHT (EGP SITE)
Who is designated to receive copies of all the documentation generated at the base: Unit Aviation Manager: Henry Gilliland 307-349-6823 hgillila@blm.gov
What is the timeframe for providing the agency with the copies of the required documentation: [x] Daily [ ] Every Week [ ] Every Two Weeks [ ] At the End of Your Assignment [X] Other: **SEMGs will provide UAM with Retardant Use Data daily following active SEAT Operations**

This Portion of the Plan is NOT to be used in lieu of the existing Dispatch Center Aircraft Incident/Accident Response Plan, but contains supplemental information for the benefit of a SEAT Manager assigned to the Base. Each Base, when open/activated, must have a copy of the Center Incident/Accident Response Plan and Aircrew Orientation Guides available for viewing.

CRASH RESCUE OPERATIONS		
Nearest Hospital: Worland, WY	Lat:N 44 1.0143497999	Long:W107 57.033333599
Nearest Trauma Center: Billings, MT	Lat:N 45 47.37199800	Long:W108 30.769667999
Nearest Burn Center: Salt Lake City, UT	Lat:N 40 46.302000	Long: W 111 50.20799999

REPORTING ACCIDENT / INCIDENTS ON THE SEAT BASE		
DATE:	TIME:	REPORTED BY:
INCIDENT INFORMATION		
WHAT TYPE OF INCIDENT OBSERVED OR REPORTED?		
WHO / WHAT IS INVOLVED?		
EMERGENCY MEDICAL SUPPORT (EMS)		
WHAT TYPE OF EMS IS REQUIRED? Injuries? ☐ YES ☐ NO ☐ UNKNOWN		

STEP ONE: Try to document as much of the information possible on the table above from your observations or the individual that is reporting the incident.

STEP TWO:
DIAL: 911 TO REPORT THE INCIDENT AND REQUEST ASSISTANCE.

TIME NOTIFIED:

STEP THREE: Notify the appropriate Initial Attack Dispatch Office and relay the known information so they can activate their Aviation Mishap Response Plan.
DISPATCH OFFICE: _____**PHONE:**_____

TIME NOTIFIED:

STEP FOUR: Establish who the On Scene Incident Commander (IC) is and who are the On Scene Incident Responders. Appoint a main contact on site for the dispatch office to call for further information or instructions. Relay the names and titles to dispatch.

ON SCENE IC:

_____Phone:_____

ON SCENE RESPONDER: _____

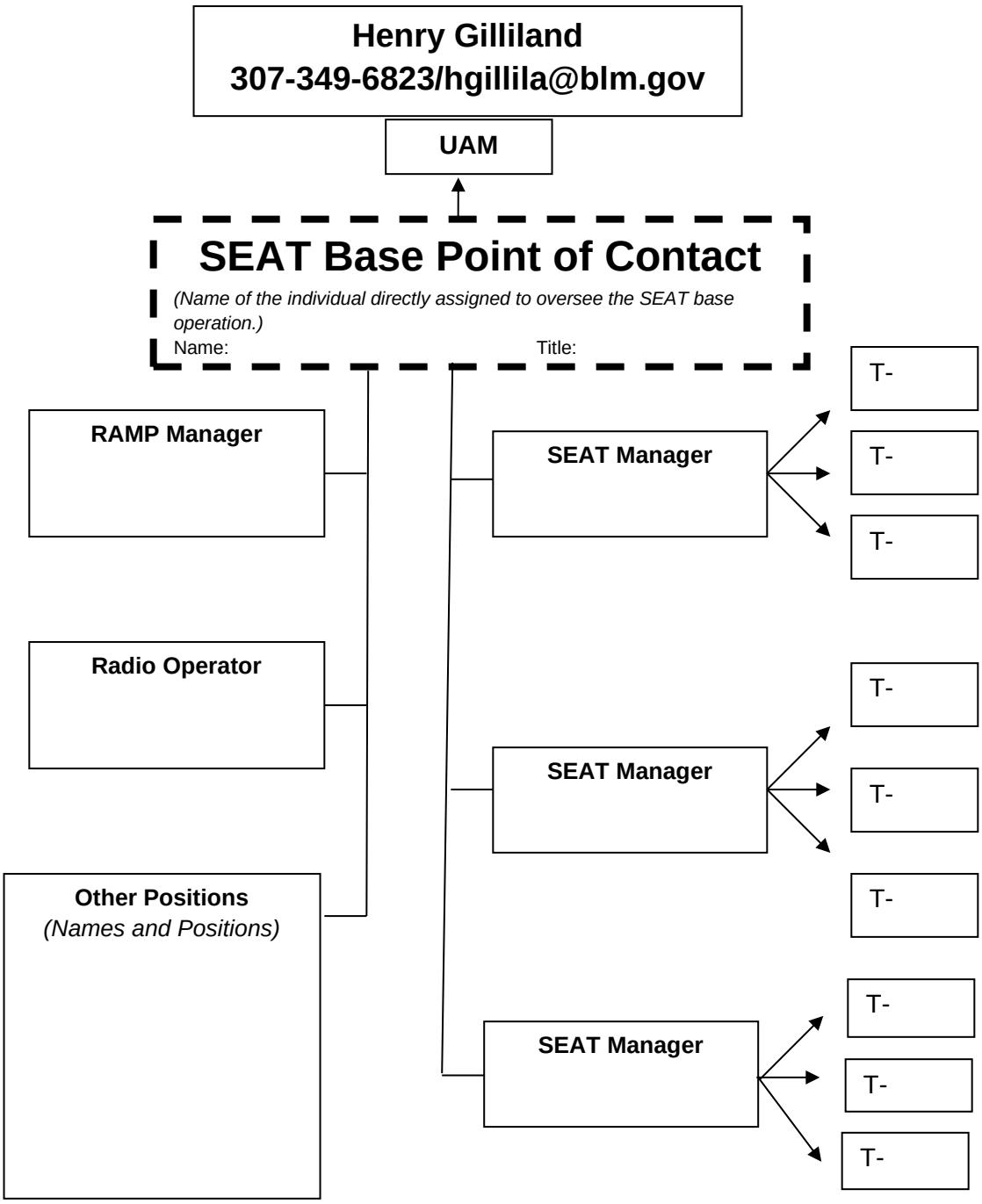
MAIN CONTACT: _____Phone:_____

NOTE: ***Be prepared to provide the dispatch office with the following information:***

Make / Model of Aircraft:_____ N#:_____ Call Sign:_____
Type of Fuel: Jet- A:____ AV-GAS:_____ AMOUNT:_____
Pilot Name:_____Driver:_____ Loader:_____
Make / Model of Fuel Truck: _____License #_____Amount of Fuel:_____

Complete the following forms when SEAT operations are being conducted at the base:

- SEAT Base Organizational Chart
- SEAT Base Contact Information Sheet
- SEAT Base Inventory Sheet



Date:__________

SEAT BASE CONTACT LIST

SEAT Managers	SEAT Contractor Personnel	Other Contacts
Name: Phone:	Name: Tanker #:	Title: Name: Phone:
Name: Phone:	Name: Tanker #:	Title: Name: Phone:
Name: Phone:	Name: Tanker #:	Title: Name: Phone:
Name: Phone:	Name: Tanker #:	Title: Name: Phone:
Name: Phone:	Name: Tanker #:	Title: Name: Phone:
Name: Phone:	Name: Tanker #:	Title: Name: Phone:
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Name: Phone:	Name: Tanker #:	Title: Name: Phone:
Name: Phone:	Name: Tanker #:	Title: Name: Phone:
Name: Phone:	Name: Tanker #:	Title: Name: Phone:

SEAT Base Inventory Sheet

Name of SEAT Base: Greybull SEAT Base
Location of Base: Greybull Airport, Worland WY

Item Description *(List of supplies and equipment on base.)*	**Ownership** *(Agency, Airport, EERA, etc)*	**Check-Out By** *(Name and date checked-out)*	**Documentation Used** *(General Message, Resource Order, etc)*	**Return Information** *(Name of person and date returning)*

SEAT Base Operations Contacts

Cody Interagency Dispatch Center
2501 Wright Brothers Road
Cody, WY 82414
1-800-295-9954

Katie Williamson	Dispatch Center Manager
(307) 578-5740 (w)	
(307) 921-1422 (c)	
Rich Zimmerlee	WRBBD Fire Management Officer
(307) 347-5188 (w)	
(307)921-2381 (c)	
Henry Gilliland	WRBBD Aviation Manager
(307)578-5129(w)	
(307)349/6823 (c)	
Greg Reser	State Aviation Manager
(307)775-6237(w)	BLM-Cheyenne, WY
(307)350-2202(C)	
Vacant	South Big Horn County Airport Manager
307-568-2551(C)	Greybull, WY